



**AGENDA**  
**RIO DELL CITY COUNCIL**  
**CLOSED SESSION – 5:30 P.M.**  
**REGULAR MEETING – 6:30 P.M.**  
**TUESDAY, JUNE 16, 2015**  
**CITY COUNCIL CHAMBERS**  
**675 WILDWOOD AVENUE, RIO DELL**

*WELCOME . . . By your presence in the City Council Chambers, you are participating in the process of representative government. Copies of this agenda, staff reports and other material available to the City Council are available at the City Clerk's office in City Hall, 675 Wildwood Avenue. Your City Government welcomes your interest and hopes you will attend and participate in Rio Dell City Council meetings often.*

*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Office of the City Clerk at (707) 764-3532. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.*

**THE TYPE OF COUNCIL BUSINESS IS IDENTIFIED IMMEDIATELY AFTER EACH TITLE IN BOLD CAPITAL LETTERS**

A. CALL TO ORDER

B. ROLL CALL

C. ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION AS FOLLOWS:

- 1) 2015/0616.01 - **Conference with Labor Negotiator – City Manager**  
Concerning Labor Negotiations with Rio Dell Employees Association,  
Rio Dell Police Officers Association, and Contract Employees  
(Pursuant to Gov't Code Section 54957.6)

D. PUBLIC COMMENT REGARDING CLOSED SESSION

E. RECESS INTO CLOSED SESSION

F. RECONVENUE INTO OPEN SESSION – 6:30 P.M.

G. ORAL ANNOUNCEMENTS

H. PLEDGE OF ALLEGIANCE

## I. CEREMONIAL MATTERS

## J. PUBLIC PRESENTATIONS

*This time is for persons who wish to address the Council on any matter not on this agenda and over which the Council has jurisdiction. As such, a dialogue with the Council or staff is not intended. Items requiring Council action not listed on this agenda may be placed on the next regular agenda for consideration if the Council directs, unless a finding is made by at least 2/3rds of the Councilmembers present that the item came up after the agenda was posted and is of an urgency nature requiring immediate action. Please limit comments to a maximum of 3 minutes.*

## K. CONSENT CALENDAR

*The Consent Calendar adopting the printed recommended Council action will be enacted with one vote. The Mayor will first ask the staff, the public, and the Council members if there is anyone who wishes to address any matter on the Consent Calendar. The matters removed from the Consent Calendar will be considered individually in the next section, "SPECIAL CALL ITEMS".*

- 1) 2015/0616.02 - Approve Minutes of the May 27, 2015 Special Meeting (**ACTION**) 1
- 2) 2015/0616.03 - Approve Minutes of the June 2, 2015 Regular Meeting (**ACTION**) 10
- 3) 2015/0616.04 - Adopt Resolution No. 1265-2015 Adopting Billable Rates for staff time for FY 2015-2016 and rescind Resolution No. 1230-2014 (**ACTION**) 19
- 4) 2015/0616.05 - Approve Resolution No. 1266-2015 Approving Year-End Budget Transfers for FY 2014-2015 Amending Resolution No. 1254-2014 (**ACTION**) 26
- 5) 2015/0616.06 - Approve Rate Adjustment with Eel River Disposal and accept it as an Amendment to the Solid Waste and Recycling Franchise Agreement (**ACTION**) 29

## L. ITEMS REMOVED FROM THE CONSENT CALENDAR

## M. SPECIAL PRESENTATIONS/STUDY SESSIONS

- 1) 2015/0616.07 - Presentation by Michael O'Connor, CPA, R.J. Ricciardi, Inc Fiscal Year 2013-2014 Audit (**RECEIVE AND FILE**)
- 2) 2015/0616.08 - Presentation by GHD Engineering, the City Engineering Firm Current Status of Metropolitan Well Site Redevelopment and Related Grant application for Safe Drinking Water State Revolving Funds (**DISCUSSION/POSSIBLE ACTION**) 38

N. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS

- 1) 2015/0616.09 - Discussion and Possible Action Related to Measure Z Funding  
(DISCUSSION/POSSIBLE ACTION) 49
- 2) 2015/0616.10 - Provide Staff Direction Related to June 23, 2015 Economic  
Development Workshop (DISCUSSION/POSSIBLE ACTION) 54

O. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS

- 1) 2015/0616.11 - Approve Resolution No. 1267-2015 Adopting Operations and Capital  
Budget for FY 2015-2016 (DISCUSSION/POSSIBLE ACTION) 55
- 2) 2015/0616.12 - Introduction and First Reading (by title only) of Ordinance No.  
336-2015 Amending Title 2, Chapters 2.05 and 2.10 of the Rio Dell  
Municipal Code Adopting City Council Protocols and Rules of  
Order for the Conduct of City Council Meetings (ACTION) 78

P. REPORTS/STAFF COMMUNICATIONS

1. City Manager
2. Chief of Police
3. Finance Director
4. Community Development Director

Q. COUNCIL REPORTS/COMMUNICATIONS

R. ADJOURNMENT

*The next regular meeting will be on July 7, 2015  
at 6:30 p.m. in City Hall Council Chambers*

**RIO DELL CITY COUNCIL  
SPECIAL MEETING  
MAY 27, 2015  
MINUTES**

A special meeting of the Rio Dell City Council was called to order at 5:30 p.m. by Mayor Wilson.

**ROLL CALL:** Present: Mayor Wilson, Councilmembers Johnson, Ganes, Marks and Thompson

Others Present: (Closed Session): City Manager Knopp and City Attorney Gans  
(Open Session): City Manager Knopp, Finance Director Woodcox, Chief of Police Hill, Community Development Director Caldwell, Water/Roadways Superintendent Jensen, Wastewater Superintendent Chicora, Water/Wastewater Operator Yapple, and City Clerk Dunham

**SPECIAL MEETING MATTERS**

Closed Session – Conference with Labor Negotiator – City Manager Concerning Labor Negotiations with Rio Dell Employees Association, Rio Dell Police Officers Association, and Contract Employees

At 5:30 p.m. the Council recessed into closed session to discuss the above matter.

The Council reconvened into open session at 6:30 p.m. Mayor Wilson announced there was reportable action taken in closed session.

**PUBLIC PRESENTATIONS**

Nick Angeloff reported the Little League season will be ending next week with the final game on June 3<sup>rd</sup>. He also reported that the presentation he gave related to the pilot program for shipments out of Humboldt Bay went well and said the Chamber of Commerce will be taking over the “At Risk Youth Program” formerly run by Fortuna High School, and will be requesting a letter of support from the City.

Preliminary Review of Proposed FY 2015-2016 Budget

City Manager Knopp began by stating that what staff will be presenting is a firm preliminary proposed budget for FY 2015-2016 and said the first draft was very preliminary and as the data unraveled, it became clear that Measure U is key in coming up with a balanced budget.

He reported that Measure U revenue is projected to generate around \$160,000 and will basically cover the General Fund deficit, including the Building Fund. He noted that without Measure U, the budget situation would be much worse.

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He said staff will be providing a recap of the budget, reviewing the funds and going through individual line items by department.

Presented was a spreadsheet of projected expenditures for each department including the revenue sources to fund those expenditures.

City Manager Knopp pointed out there is a reduction in employee benefits due to the change in employee health insurance coverage.

He commented that part of his obligation is to present a balanced budget and the preliminary budget presented today is close to being balanced. He noted there are still some difficulties with regard to the Water Fund as well as some miscellaneous items that will have to be brought back to Council for further review and consideration. He added that there are very few changes in this year's budget from the prior year's budget and said it's basically a "continuing budget". He commended the Finance Department for doing an excellent job in getting the budget to reflect actuals.

Finance Director Woodcox continued with a power point presentation and began by providing review of the fund balances followed by the individual budgets by department.

Key issues of concern were identified as:

- The ongoing deficit in the Building Fund, projected to be \$69,096 at the end of FY 2015-16 if not addressed;
- The projected negative fund balance of \$263,952 in the Water Operations Fund at the end of FY 2015-16 without a water rate adjustment;
- Declining revenues in the Streets Funds and the current \$83,882 deficit; and
- The projected negative fund balance of \$44,152 at the end of the current fiscal year in the Supplemental Law Enforcement Services Fund (SLESF).

Finance Director Woodcox also reviewed any significant changes within the individual departments including Capital projects.

Related to the Sewer Operations Fund, she projected revenues to be down by approximately \$30,000 because of the drought and noted that the strength factor portion of the sewer rates may need to be adjusted to make up for the shortfall.

**Melissa Marks** asked if there is a minimum fund balance requirement for the Sewer Fund.

Finance Director Woodcox responded that there is a 15 percent fund balance requirement which is being followed.

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Mayor Wilson asked if the \$4.50 portion of the water rates previously identified to be set aside for Capital expenditures is now actually going into the Water Capital Fund.

Finance Director Woodcox pointed out that the \$63,000 increase in the Water Capital Fund balance relates to the annual revenue generated from the \$4.50 portion of the water rates.

Mayor Wilson said it should be noted that the \$63,000 is not being taken from Water Operations and has already been identified as Water Capital revenue.

Staff pointed out that personnel costs in the City Manager Department were decreased from the current year to the next due to additional expenses budgeted in the current year for the change in City Managers and the buy-out of benefits.

Finance Director Woodcox noted an increase in the Finance Department budget line item 5138 (Office Equipment) in the amount of \$5,000 for the purchase of a scanner for DocStar.

Under discussion of the Building Department budget, City Manager Knopp explained the reason for the \$16,975 decrease in projected revenue was because in FY 2014-15 staff projected revenue from the Danco Project which did not occur. As such, is not including that projected revenue in the FY 2015-2016 budget.

Mayor Wilson questioned the formula used to establish the 66% Building Administration fee and pointed out that administration fees were established for the purpose of generating sufficient revenue to fully fund the Building Program without subsidy from the General Fund which doesn't appear to be the case. He also said that salary allocations for the Community Development Director and the City Clerk were increased and questioned the justification for increasing those allocations. He also questioned how the City's current building permit fees including the 66% administrative fee, compares to other local jurisdictions. He brought up the idea of looking into the costs of hiring an outside contractor for building inspection and plan check services or perhaps changing the percentages of salary allocations for current staff.

City Manager Knopp pointed out that the only way to balance the budget in the Building Department is obviously to increase actual revenue or decrease actual expenses and said staff could do a cost benefit analysis. He cautioned the Council to not try to pursue the idea of making the Building Fund total cost recovery just because there is no way to accurately predict what is going to happen over the year. He said raising fees could actually decrease building activity and it's not a good idea to over-increase fees or try to chase the revenue because the building department revenue is an ever-changing number and controlled by the private market. He noted that there will be good years and bad years and the Building Fund won't always need to be subsidized by the General Fund. He said hopefully the Building Fund at some point will be able to reimburse the General Fund as activity increases.

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Councilmember Thompson asked if information is available and it's not too much trouble, if staff could perhaps provide a graph of building permit activity over the past five (5) years.

Community Development Director Caldwell pointed out that the Building Fund was just established two (2) years ago as part of the establishment of the administrative fee and before that, it was combined with the General Fund.

Finance Director Woodcox said she could provide the information as requested and it would be a matter of taking those specific line items related to the Building Department out of the General Fund and coming up with a number for total revenues then figuring out what the percentages were related to the expenditures for that fund prior to setting up the Building Fund

Councilmember Johnson referred to the Building Department spreadsheet showing actual revenue for FY 2013-14 as \$60,000.

Finance Director Woodcox explained the reason for that amount was because the Building Fund was not established until the last quarter of that fiscal year.

Councilmember Johnson then referred to the noted changes in the Water Department; specifically related to the \$43,400 increase under line item 5104 (Printing-Forms) and noted that it doesn't match the numbers on the corresponding spreadsheet under that same line item.

Finance Director Woodcox agreed to research the matter and have an explanation at the next budget session.

Next was review of the *Budgeted Equipment List* as part of the FY 2015-16 Budget totaling \$190,945. City Manager Knopp said for the purposes of transparency, staff listed out some of the proposed equipment purchases for this budget year which he then reviewed. He noted that the majority of these items are carry-overs from the current budget.

City Manager Knopp stated as a reminder that the City contracted with Whitchurch Engineering as a CDBG project to basically do some survey work on the Belleview/Ogle neighborhood as a result of drainage issues that have been persistent for many years. He said the work will develop completion plans for a comprehensive solution for 70 percent of the project. He said the other 30 percent necessary to get the project shovel ready would be an additional \$45,000. He said for the FY 2014-15 budget, the City Council authorized the \$45,000 to complete that project. He said the expected completion of work by the surveyors and engineering firm is around the middle of August, 2015. As such, staff will be bringing back to Council another subsequent item for the supplemental contract for the additional \$45,000.

Discussion continued regarding the use of CDBG funds to complete the project.

City Manager Knopp explained that the CDBG Program Income could potentially be used however; it might in the City's best interest to spend it elsewhere because the City does have this outstanding \$100,000 grant award from CDBG to pay for the study. With that being said, the current Program Income has to be spent down in order to access the grant money to cover the expense.

Community Development Director Caldwell said as the Council may recall, recent Federal changes to the CDBG Program require that entities spend down their Program Income before they can tap into grant funds and once 50% of the monies are spent, the City can then apply for future grants.

Next was review of *Capital Projects*.

Councilmember Thompson asked for clarification of *Preventative Maintenance on Monument and Blue Slide Roads* in the amount of \$14,000.

City Manager Knopp explained the repair includes crack sealing and repair of a drainage pipe under the roadway and said the estimates are preliminary and will be further defined when the information becomes available.

Councilmember Johnson referred to the *Budgeted Equipment List* and asked if the \$35,000 backup generator for the Water Infiltration Gallery could be included under the grant for the rehabilitation of the Metropolitan Wells since the wells would be utilized in the event of an emergency.

City Manager Knopp stated that he would talk to the city engineer to see if it could be included since the project is still in the design phase.

City Manager Knopp said with the current focus of the Council on the economic development of the City, one concept would be to utilize outside help and contract for economic development assistance to help get some projects underway. As such, \$10,000 was included under *Capital Projects* for that purpose; to be combined with \$10,000 already budgeted under the city manager's department.

He said another priority project is to gain vehicular access to the river from Davis St. He said there is some additional permitting necessary to make that happen and said in consideration of the budget the Council may want to utilize reserves to fund the project.

He said there is also the Painter Street river access issue which is a little more obscure with regard to access stating that the project involves a walking trail for pedestrians only and some additional parking.



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City Manager Knopp reported that with regard to the Downtown Parking Lot lighting and landscaping, he may have found a cheaper way to accomplish those improvements and said Redwood Coast Energy Authority (RCEA) is working on a way to include solar to the Electric Vehicle (EV) Charging Station Grant. He said the other possibility is to have PG&E install two (2) new poles. Also, with some low cost landscaping, it may be an attractant for businesses.

Other *Capital Projects* included some paving of streets; a lawnmower for public works; two (2) new patrol vehicles and equipment; a police fitness program; a city hall generator; an email server; and improvements to the public address system in the Council chambers.

City Manager Knopp pointed out that the *Capital Projects* are merely ideas for Council consideration and not necessarily recommendations by staff at this time.

The last slide of the presentation was recommendations related to *Measure U*. Staff recommended the revenue from Measure U be applied to the FY 2015-16 General Fund Deficit of \$118,114 and to the projected FY 2015-16 Building Fund Deficit of \$42,742.

City Manager Knopp stated that it is unadvisable for the Council to ignore the negative fund balances in the various funds and said they are all ultimately the liability of the General Fund and need to be taken care of. He noted that the earlier these negative fund balances are addressed the better off the City will be in terms of not creating additional burden for the City in the future. He then turned the presentation back to the Finance Director for any closing comments or to answer any questions.

Councilmember Thompson referred to the noted changes to the *Building and Grounds* Department to add cell phone expense of \$1,222 (5120) to reflect current expenses and said that he didn't see that particular expense in any of the other departments. He asked for clarification and if the change is consistent with the current cell phone policy.

Finance Director Woodcox explained that it has to do with the accounting system and what happened is that the cell phone expense (5120) was split out from the telephone-pager expense (5121) because the cell phone expense is tied to the Payroll module in order to balance payroll expenses at the end of the year. She said the (5120) here represents the combined amount with the (5121) account on the actual budget sheet. She said it must have been made before those two (2) accounts were combined so Council can disregard that number.

Councilmember Johnson then referred to the Revenue Budget and expressed concern that there may be some logic that a portion of the Vehicle-In-Lieu Fee (VLF) (4163) that comes from the County should go to the Streets Fund.

City Manager Knopp explained the fee has been collected for thirty plus years and originally when vehicle license fees were paid, there was a tax based on the value of the vehicle and was more of personal property type tax and not tied to streets. He said to say the VLF equates to streets revenue is not an accurate assessment. He said he could get documentation from a neighboring City if that is the direction of the Council.

Councilmember Johnson said he would like Councilmembers to share their thoughts on the issue prior to adoption of the budget.

Mayor Wilson stated that it is true that the City has bad streets as well as bad water and sewer pipes but for example, taking \$100,000 out of the General Fund and putting it into the Streets Fund only adds to the General Fund deficit. He noted that if the City doesn't find a way to do some preventative maintenance to Blue Slide Road it will be facing a serious problem. He recognized that the Council has some tough budget decisions to address.

Councilmember Thompson stated that he would like to leave the VLF in the General Fund so as not to restrict the use of that revenue.

Councilmember Johnson stressed the importance of having some kind of method for generating enough revenue in the Streets Fund to maintain our streets and pointed out that maybe not this Council but the next Council(s) will be faced with some tough decisions and it could come down to converting our streets back to gravel.

Mayor Wilson suggested the purchase of an email server as recommended by staff be a priority due to security concerns.

**Melissa Marks** questioned the Water Debt Service account and said when that was first initiated; there was a percentage or certain amount that was supposed to be set aside for the debt service.

Finance Director Woodcox explained there is actually \$45,000 in the Water Capital fund that will be transferred into the Water Debt Service fund.

**Melissa Marks** commented that the idea behind purchasing an admin car was to save the cost for mileage reimbursement when City staff and Councilmembers use their personal vehicles for City business and asked if in the end if it is worth keeping it or if it is simply a frivolous expenditure. She commented that she would like to see staff utilize the use of the vehicle more often rather than using their personal vehicle for City business.

Councilmember Johnson pointed out that part of the logic was that prior to getting the car, various City employees were taking their own vehicle to classes or trainings out of the area which added a lot of extra miles to a vehicle that may already have 200,000 miles on it which didn't seem right to the Council.

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City Manager Knopp commented that he has also encouraged employees to utilize the City vehicle when possible and explained that if staff utilizes their own vehicle they are reimbursed 56 cents per mile (or the current IRS mileage rate is); if they use the admin car that same cost is charged to the appropriate department and the Vehicle Fund is reimbursed so the cost is basically the same. He said unless it is specifically written into employee contracts to say that they are required to use their own vehicle for City related travel, it is a legitimate expense.

Councilmember Thompson pointed out that the normal life of the vehicle is projected at 100,000 miles so at 56 cents a mile, when the vehicle reaches 100,000 miles in three or four years the vehicle is basically paid for. Technically it could then be given to one of the departments or sold and there will be money in the vehicle fund to purchase a new one.

Finance Director Woodcox referred to the *Administration Vehicle Fund (005)* and explained how the fund is set up. She said the budgeted expenditures of \$1,200 is for oil changes, gas or perhaps tires and when you look at the revenue, estimated at \$3,000 essentially what happens is that at the end of the year, the vehicle fund will have a fund balance of \$2,800.

**Nick Angeloff** asked for clarification of the Water and Sewer Debt Service funds.

Finance Director Woodcox said she believes the Water Debt Service loan will be paid off in 2027 and the Sewer Debt Service loan in 40 years.

**Nick Angeloff** also questioned the \$50,000 increase in electricity costs which he said seem to be attributed to the new wastewater treatment plant.

Finance Director Woodcox explained that the electricity expense for the wastewater treatment plant was actually under budgeted in the FY 2014-2015 budget.

Wastewater Superintendent Chicora commented that a lot of the increase had to do with a five percent increase in rates by PG&E.

City Manager Knopp noted that staff will take the Council's comments and do the necessary budget adjustments to close the gaps and come back to Council with a balanced proposed budget for FY 2015-2016 at the June 2, 2015 regular meeting.

Councilmember Thompson said with regard to a new email server, requested staff look back on maintenance costs and report back to Council.

Mayor Wilson commented that the Council needs to better understand how the server is being utilized now.

**ADJOURNMENT**

Motion was made by Johnson/Marks to adjourn the meeting at 8:15 p.m. to the June 2, 2015 regular meeting. Motion carried 5-0.

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Frank Wilson, Mayor

ATTEST:

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Karen Dunham, City Clerk

**RIO DELL CITY COUNCIL  
REGULAR MEETING  
JUNE 2, 2015  
MINUTES**

The regular meeting/closed session of the Rio Dell City Council was called to order at 5:30 p.m. by Mayor Wilson

**ROLL CALL:** Present: Mayor Wilson, Councilmembers Johnson, Garnes, Marks and Thompson

Others Present: (Closed Session) City Manager Knopp

(Regular Meeting) City Manager Knopp, Finance Director Woodcox, Water/Roadways Superintendent Jensen and City Clerk Dunham

Absent: Chief of Police Hill, Community Development Director Caldwell and Wastewater Superintendent Chicora (excused)

**CLOSED SESSION**

At 5:30 p.m. the Council recessed to closed session with the City Manager to discuss the following matter:

Conference with Labor Negotiator – City Manager Concerning Labor Negotiations with Rio Dell Employees Association, Rio Dell Police Officers Association, and Contract Employees (Pursuant to Gov't Code Section 54957.6)

The Council reconvened into open session at 6:30 p.m. and Mayor Wilson announced that the Council in closed session provided direction to the City Manager related to employee contract negotiations.

**PRESENTATIONS**

Nick Angeloff announced that the last Little League Minors game will be at 6:45 p.m. on June 3<sup>rd</sup> for anyone that would like to come out and support the team.

**CONSENT CALENDAR**

Motion was made by Johnson/Garnes to approve the consent calendar including approval of the minutes of the May 19, 2015 regular meeting; authorizing the City Manager to execute a continued contract agreement with Adult Day Health & Alzheimer Services for transportation services for the FY 2015-2016; adoption of Resolution No. 1264-2015 adopting the Gann Appropriations Limit for FY 2015-2016; approval of Amendment No. 1 to Agreement with Humboldt Waste Management Authority (HWMA) to extend the Agreement for Waste

Reduction (recycling) Programs into FY 2015-2016; and authorizing the City Manager and Chief of Police to sign a Memorandum of Understanding (MOU) and Police dispatch Contract with the City of Fortuna Police Department. Motion carried 5-0.

### **SPECIAL PRESENTATIONS/STUDY SESSIONS**

#### Presentation on FY 2015-2016 Recommended Budget with Summary of Changes

City Manager Knopp deferred to the finance director to provide a power point presentation on the FY 2015-2016 Budget.

Finance Director Woodcox explained the presentation will be primarily a review of the changes to the Operating and Capital Budget from the May 27, 2015 budget study session to now.

She began with a review of the current year-end outlook related to five issues that were identified during the mid-year budget review on potential budget shortfalls.

She continued with review of the *Budget Timeline* and reported the final budget was scheduled to be presented to Council on June 16, 2015 for formal adoption. Proposed changes to beginning fund balances included an increase in the General Fund of \$13,432 due to under-statement of SLESF revenue; a decrease of \$3,733 in the Building Administration Fund; an increase of \$26,354 in the Building Fund due to elimination of the beginning fund balance deficit; an increase of \$44,152 in the SLESF Fund; an increase of \$366 in the Realignment Grant; and an increase of \$83,137 in Water Operations and a decrease of \$83,137 in the Water Debt Service Fund for a zero net effect.

She reported an overall change in revenues and expenditures across all funds of \$66,275. Water Operations Revenue was increased by \$10,000 to reflect the projected reimbursement for Old Ranch Road waterline repairs.

The City Manager Budget was increased by \$28,230 to reflect re-allocation of the city clerk position from 33% to 60% in that department. Other note-worthy changes included a \$8,244 increase in expenditures in the CDBG Fund due to re-allocation for the community development director for CDBG related activities; a \$11,250 increase in Police Department expenditures for training, hiring costs, uniform allowance and a fitness program; and a decrease of \$25,792 in Building Department expenditures due to re-allocation of the city clerk and community development director; and likewise in the Planning Department in the amount of \$42,281.

Mayor Wilson asked what effect the re-allocations would have on the deficit in the Building Fund at year-end.

Finance Director Woodcox stated the projected year-end deficit will be reduced from \$42,000 to approximately \$16,000.

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Mayor Wilson asked for clarification related to the Water Capital Loan.

Finance Director Woodcox explained that each month money is transferred into the Water Capital Fund from the Water Operations Fund which amounts to approximately \$146,000 so in order to balance the Water Operations Fund because it has such a large deficit, had to essentially borrow \$144,00 from the Water Capital Fund and move it back into the Water Operation Fund to cover that portion of the \$182,000 negative fund balance so when the Water Operations Fund becomes healthier it will sit as a liability to the Water Operations Fund and on the Water Capital Balance Sheet as a receivable.

Mayor Wilson commented that although it's referred to as a loan, in essence it belongs to the Water Capital Fund.

City Manager Knopp further explained this is to balance the budget without using some sort of projection that assumes water rates will be increased.

Mayor Wilson said as the City moves forward with the water rate study, he wants to have clear transparency and understanding of what is going on between the water funds and how they are managed.

Mayor Wilson asked for an explanation for the increase in Water and Sewer Department expenditures.

Finance Director Woodcox said the increase is related to the re-allocation of the city clerk position and when the salary expense was taken out of the Building Fund and put into the City Manager Budget, the expense was spread across the various funds including the Water Fund.

Mayor Wilson said one of the things that will be coming up when considering a water rate increase is actual expenditures in the Water Fund. He pointed out that a portion of staff's time is allocated to the Water and Sewer Funds on the assumption that the allocations relate to actual time spent on that activity so he would like staff to make sure their time charged against those funds is accurate.

Finance Director Woodcox continued with review of the \$66,000 increase in the Capital Budget..

Mayor Wilson referred to the \$10,000 in the Capital Budget for an Economic Development consultant and pointed out that a study session related to economic development is scheduled for June 23, 2015 which is after adoption of the final budget. As such, he said he would like to see a larger amount budgeted for that purpose; perhaps \$50,000 or \$60,000. He noted that the City is in serious need of economic development in order to increase revenues such as new business that generate sales tax and jobs.

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Councilmember Johnson stated that his view on hiring consultants is that they basically ask you what time it is and you give them a watch and then you pay them. He said a lot of consultants get your opinion and that's about it; there's not a whole lot of thought put into it so the value of a consultant may not be worth the \$50,000 or \$60,000.

Mayor Wilson said his thought is not so much to hire a consultant but to hire someone like Fortuna, Eureka and Arcata does that actually goes out and entices businesses to come in. He said it needs to be someone experienced in economic development and is devoted to actively pursuing new business opportunities. He added that this issue needs more discussion.

Councilmember Thompson said if the Council proceeds with approval of the budget and at the June 23<sup>rd</sup> meeting starts laying the ground work for economic development and decides that more money needs to be appropriated, asked if additional funds can be taken from reserves. He said he would like to adopt a balanced budget but still have the chance to review options related to the economic development of the City.

Councilmember Garnes reiterated that the City absolutely needs someone that will go out and promote business and said she doesn't have a problem allocating additional funds for that purpose. She said because the City doesn't have current staff to recruit she is in favor of doing whatever is necessary to promote economic development except doing another study.

Councilmember Marks asked if the \$10,000 budgeted for a consultant is set in stone and what effect it would have on the budget if that amount was increased.

Finance Director Woodcox stated it would result in an increase in expenditures and a decrease in the ending fund balance.

City Manager Knopp pointed out that the \$10,000 will be coupled with another \$10,000 in the City Manager budget and said \$20,000 is a reasonable amount to begin the process. He said additional funds can always be allocated if necessary. He urged the Council to not focus so much on the number but on the quality of work achieved.

Councilmember Johnson said he agreed with Councilmember Garnes and pointed out that the General Fund reserves are pretty healthy. He suggested a better term might be "recruiter" rather than consultant.

Mayor Wilson agreed to go along with Councilmember Thompson's recommendation and as things move forward with hiring a "recruiter" to keep the dialog on record that money can be allocated from the General Fund reserves if necessary.

Mayor Wilson called for public comment on the proposed budget; there were no public comments received.



City Manager Knopp stated that the staff recommendation is to approve the FY 2014-2015 year-end transfers; and to direct staff to bring the FY 2015-2016 Operating and Capital Budget back to Council on June 16, 2015 for formal adoption. The consensus of the Council was unanimous.

### **SPECIAL CALL ITEMS/COMMUNITY AFFAIRS**

#### Provide Staff direction on Acquisition of School site Property

City Manager Knopp asked that this item be continued to a subsequent meeting as he was not able to put together the information.

#### Conference with Real Property Negotiators - Property: Waterline along Old Ranch Road

City Manager Knopp provided a staff report and said as the City Council is aware, there has been a lot of focus on the Old Ranch Road waterline.

He said over the past year, staff has been meeting with the affected residents to come up with a resolution that is agreeable to everyone related to replacement of the waterline along Old Ranch Road. He said a majority of the residents concur that the basic outline of a voluntary agreement is acceptable however; many of the details remain to be worked out. As such, he said it is important that the City formulate a negotiating team to work out those issues.

He said staff is recommending that the City Council appoint City Manager Kyle Knopp, Water Superintendent Randy Jensen and City Attorney Russ Gans (as the City's advisor) as a negotiating team who will work with the affected property owners and hopefully negotiate a successful resolution to this issue for replacement of the waterline on Old Ranch Road and provide the residents the ability to receive a sustainable robust supply of water.

Councilmember Johnson asked for an estimated timeline to get to the point of completion of the project.

City Manager Knopp said he would like to have this matter resolved as soon as possible and the resolution timeline on the City's end would ultimately be up to the City Council. He said the negotiating team would report back to the Council and the Council would then decide whether the time was up on negotiations or whether the terms of the agreement are acceptable or not acceptable.

Mayor Wilson asked if the Old Ranch Road residents are agreeable to the negotiating team.

City Manager Knopp said he did receive emails from the residents that they wanted to be included in any negotiations and said from his perspective is a given. He said between the City and the multiple partners of Old Ranch Road, the City would need to form its own negotiations team who would then interact with the residents, hopefully as a cohesive group so there is no

**JUNE 2, 2015 MINUTES**  
**Page 6**

intent to cut anyone out of the negotiation process other than where it would be appropriate to do so.

Mayor Wilson asked if there is a spokesperson for the group that would like to comment and opened it up for public comment.

Jennifer Mackey gave a quick note of appreciation for including everyone in the process and said when she first learned about the formulation of a negotiating team she wasn't sure where they fit it. She said she feels certain they can find a cohesive voice for the group although many of the residents are very busy.

Mayor Wilson stated that this issue has been going on for a very long time and the waterline continues to deteriorate so the sooner this matter is resolved, the better it is for everyone. He commented that it is nice to see the residents here in a non-threatening manner.

Motion was made by Johnson/Garnes to appoint Kyle Knopp, Randy Jensen and Russ Gans as the negotiating team for the acquisition of a water line relocation agreement along Old Ranch Road. Motion carried 5-0.

Review Draft 2015 City Council Protocols/Rules of Procedure and Discuss any Suggested Revisions

City Clerk Dunham provided a staff report and said what is before the Council is the Draft City Council Protocols with the recommended revisions received at the May 5, 2015 Council meeting.

She referred to Section 10 of the protocols related to Councilmember appointments to boards and commissions and said as Councilmember Johnson pointed out the second paragraph which is the current language is basically a repeat of the first paragraph. As such she asked Council to disregard the second paragraph and said she simply failed to strike through that language.

City Clerk Dunham continued with review of the key revisions to the protocols which included:

- Adding a City Council Mission Statement;
- Update of Agenda posting locations;
- Adding a procedure for adjourning meetings by motion;
- Expansion of Rules of Decorum for City staff and the public;
- Update of the order of the agenda to reflect current agenda order;
- Amended language regarding Rules of Order making the Protocols the primary guiding document with Rosenberg's Rules of Order secondary and leaving Robert's Rules of Order for circumstances not covered in either of those documents; and
- Other minor revisions to reflect current policies or procedures

**JUNE 2, 2015 MINUTES**

**Page 7**

She said staff is recommending the Council comment on any additional changes and with Council's approval of the draft document; staff will come back to Council with the Ordinance for formal adoption and update of the Rio Dell Municipal Code (RDMC).

She turned the discussion back to the Mayor and Council for questions or comments.

Councilmember Thompson referred to *Meeting Guidelines and Procedures* and questioned the sentence that says that the Mayor shall call the roll and suggested it read "the Mayor shall call *for* the roll." Also, under *Decorum – City Staff (7.2 e. )* where it says that cell phones and pagers are to be switched to silent or off mode during council meetings, suggested the word *silent* be stricken to say that they should be off.

Mayor Wilson pointed out that pagers need to be left on silent mode in the event of an emergency.

Councilmember Thompson commented that it is a serious offense for Councilmembers to engage in texting or emailing during meetings.

City Clerk Dunham clarified that this section only pertains to City staff.

Councilmember Garnes noted that this is a trust issue and in the age of electronics it is fair to say that councilmembers can't text or email during meetings but feels it is archaic to say that no electronic devices can be used. She pointed out that for many people it is much faster to key in information rather than write it down.

Councilmember Johnson asked if the Protocols will apply to the conduct of Planning Commission meetings.

City Clerk Dunham indicated that they will apply to the Planning Commission and the other various boards of the City.

Councilmember Garnes addressed the provisions related to councilmembers requesting an item to be placed on the agenda only during open council meetings and said there may be times when something comes up between meetings that needs to be addressed and said a councilmember should be able to go to the Mayor and make the request.

Mayor Wilson commented that a councilmember can always go to the City Manager and make the request.

Councilmember Thompson pointed out that if the City Manager denies the request to place a matter on the agenda the councilmember has the opportunity to bring it to the Council at the next meeting for a consensus.

**JUNE 2, 2015 MINUTES**  
**Page 8**

Mayor Wilson questioned the reason for eliminating one of the agenda posting places.

City Clerk Dunham stated that the former location for the Chamber of Commerce was eliminated since there are still three other posting locations in addition to posting the agenda and full council packet on the City's web site.

Mayor Wilson called for public comment on the proposed City Council Protocols; no public comment was received.

Motion was made by Johnson/Garnes to approve the revisions as proposed and direct staff to return to Council with the introduction of the ordinance amending Chapter 2.05 of the Rio Dell Municipal Code (RDMC). Motion carried 5-0.

### **REPORTS/STAFF COMMUNICATIONS**

City Manager Knopp distributed a written *City Manager Update* and provided a brief review of the items including a graph of the City's *Water Flow to Distribution, 2013 to Present*. He noted that the stream gauge for the Eel River at the Eagle Prairie bridge is exactly where it was last year; gave an update of the Prop 84 Grant related to the Metropolitan Well Project; said he will be attending an ICS 402 Disaster Assistance Training in Eureka on June 4<sup>th</sup>; reported the Active Transportation Plan (ATP) grant application was submitted on May 29<sup>th</sup>; and said that he is working with HWMA and the Rio Dell School District on some improvements to better facilitate their recycling program which will allow them to restart their program which will benefit the City by getting credit for the diversion.

Councilmember Johnson commented on an article he read regarding water conservations measures imposed on urban users and said even though Rio Dell is not in that category is required to implement outdoor water restrictions or submit monthly water usage to the State.

He also asked if the dollar amount for the ATP Grant changed from the \$1.5 million.

City Manager Knopp responded that the grant application submitted was consistent with what the City Council approved.

Finance Director Woodcox reported on recent activities in the finance department and said the auditors will be here on June 16<sup>th</sup> and will present a report to the Council on the audit for FY 2013-2014 and said she has the financial statements and will be putting them in the Council's mailboxes.

Chief of Police Hill reported on recent activities in the police department and said the officers body cams are up and working and individual training is almost complete; said all but one of the in-vehicle video units have been installed; said they have a policy on the use of the equipment;

and said the Police Department Policy Manual was updated and that, as well as the equipment policy is available for review upon request by the Council.

### **COUNCIL REPORTS/COMMUNICATIONS**

Councilmember Johnson reported on the League of California Cities Regional meeting held in Ferndale and said the Legislative Action Committee considered several pending bills to either support or not support including Senate Bill 16 (Beale) regarding street financing and the City Council in its letter of support recommended that 100% of the monies generated within the small cities be returned to those cities. He said with the strong support from Crescent City, the Region took the same position and will basically be sending out the same letter the City previously sent.

### **ADJOURNMENT**

Motion was made by Marks/Garnes to adjourn the meeting at 7:40 p.m. to the June 16, 2015 regular meeting. Motion carried 5-0.

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Frank Wilson, Mayor

Attest:

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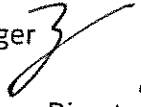
Karen Dunham, City Clerk


675 Wildwood Avenue  
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(707) 764-3532  
(707) 764-5480 (fax)  
E-mail: cm@riodellcity.com



CITY OF RIO DELL  
STAFF REPORT  
CITY COUNCIL AGENDA  
June 16, 2015

TO: Mayor and Members of the City Council

THROUGH: Kyle Knopp, City Manager 

FROM: Brooke Woodcox, Finance Director 

DATE: June 16, 2015

SUBJECT: **Approve Resolution 1265-2015 Approving Billable Rates for Staff Time for Fiscal Year 2015-2016 and Rescind Resolution 1230-2014**

---

**RECOMMENDATION**

Approve Resolution 1265-2015 adopting the Billable Rate for staff time for the fiscal year 2015-2016 and Rescind Resolution 1230-2014.

**BACKGROUND AND DISCUSSION**

From time to time the City is involved in various activities and projects that require cost recovery for staff time spent on behalf of a customer. In these circumstances the City prepares an invoice detailing all direct and indirect costs incurred by the City. Often times the primary charge is for staff time, which requires the City to develop a rate that includes the cost of the employee's salary, benefits, and overhead. This is the billable rate.

A **billable rate** for each employee for the fiscal year of 2015-2016 has been developed that utilizes the following formula:

$$\text{Hourly Rate} + (\text{Hourly Rate} \times \text{City's Benefit Cost\%}) + \text{Indirect Expenses} = \text{Billable Rate.}$$

The result of the formula is a billable rate that allows the City to recover all costs associated with staff time.

Depending on employee classification the **hourly rate** is set by various employee contract agreements and wage rates based on classification and step. The City's **benefit cost** % is determined as follows:

$$\text{Total Benefits} \div (\text{Total Salary} + \text{Total Benefits}) = \text{City Benefit Cost \%}$$

**Indirect expenses** were determined by taking the total supplies and operating expenses and dividing by total labor hours:

$$(\text{Total Supplies \& Operating Expenditures}) \div (\text{Total Department Labor hours})$$

#### **ATTACHMENT**

Billable Rates Sheet

Resolution 1265-2015 Approving the Billable Rate for staff time for the fiscal year 2015-2016 and Rescind Resolution 1230-2014

Copy of Resolution 1230-2014 Approving the Billable Rate for Staff Time for FY 2014-2015...



2015-2016 Billable Burdened Rates Resolution No. 1265-2015 Adopted June 16, 2015				
TITLE	HOURLY RATE	BENEFITS	INDIRECT EXPENSE PER LABOR HOUR	HOURLY RATE
City Clerk	28.18	34%	17.12	54.88
City Manager	50.39	34%	24.42	91.95
Accountant I	21.77	34%	12.30	41.47
Finance Director	33.41	34%	12.30	57.07
Fiscal Assistant II	16.36	34%	12.30	34.23
Senior Fiscal Assistant	18.76	34%	12.30	37.44
Chief of Police	43.69	34%	11.20	69.75
Police Sergeant	25.06	34%	11.20	44.78
Police Officer	21.33	34%	11.20	39.79
Police Officer	21.33	34%	11.20	39.79
Police Officer	21.97	34%	11.20	40.65
Utility Worker I	14.18	34%	57.08	76.08
Utility Worker I	14.18	34%	57.08	76.08
Utility Worker II	15.61	34%	57.08	77.99
Utility Worker II	15.88	34%	57.08	78.36
Wastewater Superintendent	26.13	34%	57.08	92.09
Water Superintendent	29.40	34%	57.08	96.47
Community Development Director	37.43	34%	12.26	62.43





**RESOLUTION NO. 1265-2015 CITY OF RIO DELL  
APPROVING THE BILLABLE RATES FOR STAFF TIME  
FOR FISCAL YEAR 2015-2016  
AND RESCINDING RESOLUTION 1230-2014**

**WHEREAS**, the California Constitution Article XI, 7 grants Cities the authority to enforce all local ordinances and regulations not in conflict with general laws; and

**WHEREAS**, the City has further authority to charge regulatory fees to cover the cost of regulatory programs, and user fees to limited to the cost of providing service, and

**WHEREAS**, the City from time to time must recover the cost of labor and operating expenses; and

**NOW THEREFORE BE IT RESOLVED**, that the City of Rio Dell City Council does hereby adopt the following billable rates for staff time to ensure cost recovery on various projects as follows:

2015-2016 Billable Burdened Rates Resolution No. 1265-2015 Adopted June 16, 2015				
TITLE	HOURLY RATE	BENEFITS	INDIRECT EXPENSE PER LABOR HOUR	HOURLY RATE
City Clerk	28.18	34%	17.12	54.88
City Manager	50.39	34%	24.42	91.95
Accountant I	21.77	34%	12.30	41.47
Finance Director	33.41	34%	12.30	57.07
Fiscal Assistant II	16.36	34%	12.30	34.23
Senior Fiscal Assistant	18.76	34%	12.30	37.44
Chief of Police	43.69	34%	11.20	69.75
Police Sergeant	25.06	34%	11.20	44.78
Police Officer	21.33	34%	11.20	39.79
Police Officer	21.33	34%	11.20	39.79
Police Officer	21.97	34%	11.20	40.65
Utility Worker I	14.18	34%	57.08	76.08
Utility Worker I	14.18	34%	57.08	76.08
Utility Worker II	15.61	34%	57.08	77.99
Utility Worker II	15.88	34%	57.08	78.36
Wastewater Superintendent	26.13	34%	57.08	92.09
Water Superintendent	29.40	34%	57.08	96.47
Community Development Director	37.43	34%	12.26	62.43

**PASSED AND ADOPTED** by the City of Rio Dell on this 16<sup>th</sup> day of June, 2015.

Ayes:

Noes:

Abstain:

Absent:

\_\_\_\_\_  
Frank Wilson, Mayor

ATTEST:

\_\_\_\_\_  
Karen Dunham, City Clerk

**RESOLUTION NO. 1230-2014  
CITY OF RIO DELL  
APPROVING THE BILLABLE RATE FOR STAFF TIME  
FOR FISCAL YEAR 2014-2015  
AND RESCINDING RESOLUTION 1207-2013**

**WHEREAS**, the California Constitution Article XI, 7 grants Cities the authority to enforce all local ordinances and regulations not in conflict with general laws; and

**WHEREAS**, the City has further authority to charge regulatory fees to cover the cost of regulatory programs, and user fees to limited to the cost of providing service, and

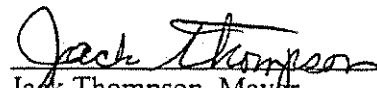
**WHEREAS**, the City from time to time must recover the cost of labor and operating expenses; and

**NOW THEREFORE BE IT RESOLVED**, that the City of Rio Dell City Council does hereby adopt the following billable rates for staff time to ensure cost recovery on various projects as follows:

TITLE	HOURLY RATE	BENEFITS	INDIRECT EXPENSE PER LABOR HOUR	HOURLY RATE
City Clerk	28.18	52%	16.67	59
City Manager	51.38	41%	22.81	95
Finance Director	32.44	42%	16.67	63
Fiscal Assistant II	16.36	33%	16.67	38
Senior Fiscal Assistant	18.76	35%	16.67	42
Chief of Police	40.57	49%	9.05	69
Police Sergeant	25.06	45%	9.05	45
Police Officer	20.71	41%	9.05	38
Police Officer	22.63	45%	9.05	42
Police Officer	23.31	47%	9.05	43
Utility Worker I	13.77	39%	42.19	61
Utility Worker I	14.18	43%	42.19	62
Utility Worker II	15.61	38%	42.19	64
Utility Worker II	15.15	43%	42.19	64
Wastewater Superintendent	26.13	52%	42.19	82
Water Superintendent	29.40	35%	42.19	82
Community Development Director	37.43	44%	9.24	63

**PASSED AND ADOPTED** by the City of Rio Dell on this 1<sup>st</sup> day of July, 2014.

Ayes: Thompson, Johnson, Marks, Wilson, Woodall  
Noes: None  
Abstain: None  
Absent: None

  
\_\_\_\_\_  
Jack Thompson, Mayor

ATTEST:

I, Karen Dunham, City Clerk for the City of Rio Dell, State of California, hereby certify the above to be a full, true and correct copy of Resolution No. 1230-2014 adopted by the City Council of the City of Rio Dell on July 1, 2014.

  
\_\_\_\_\_  
Karen Dunham, CMC

675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532  
(707) 764-5480 (fax)  
E-mail: [cm@riodellcity.com](mailto:cm@riodellcity.com)



**CITY OF RIO DELL  
STAFF REPORT  
CITY COUNCIL AGENDA  
June 16, 2015**

TO: Mayor and Members of the City Council

THROUGH: Kyle Knopp, City Manager *[Signature]*

FROM: Brooke Woodcox, Finance Director *[Signature]*

DATE: June 16, 2015

SUBJECT: **Approval of Resolution 1266-2015 FY 2014-2015 Year End Budget Transfers and Amendment to Resolution 1254-2014 Adopting the Operating & Capital Budget for FY 2014-2015**

---

**RECOMMENDATION**

1. APPROVE FY 2014/2015 YEAR END TRANSFERS
  - a. General Fund RESERVE TRANSFER OF \$26,720 to mitigate negative fund balances in the Building Fund (\$26,354) and Realignment Grant Fund (\$366)
  - b. Streets Funds TRANSFER OF \$18,159 to Gas Tax Fund (020) to mitigate negative estimated ending fund balance in TDA Fund (024).
  - c. Water Funds TRANSFER OF \$83,137 to Water Operations (060) from Water Debt Service (061) in order to cover the estimated ending fund balance in Water Ops

**BACKGROUND AND DISCUSSION**

The first part of the process of developing an Operations and Capital budget for the coming fiscal year begins with staff estimating the current year's ending funds balances. These balances are then carried forward as the beginning fund balances for the new budget.

Staff has made estimates for all funds for the 2014-2015 yearend fund balances. Overall, there are three funds that are projected to have negative fund balances. These are the Building Fund (\$26,354), the Realignment Grant Fund (\$366), and the Water Operations Fund (\$83,137). The

transfers being requested for approval are a means to negate deficits in ending fund balances for the FY 2014-2015.

Additional transfers and/or budget amendments may be requested at a later date as the yearend close-out process moves forward. Council will be kept informed on the City's financial position throughout the months ahead as a part of the City's efforts towards transparency.

**ATTACHMENT**

Resolution 1266-2015 Budget Transfers and Amendment to Resolution 1254-2014 Adopting the Operating and Capital Budget for FY 2014-2015



**RESOLUTION NO. 1266-2015 OF THE RIO DELL CITY COUNCIL  
BUDGET TRANSFERS AND AMENDMENT TO  
RESOLUTION NO. 1254-2014 ADOPTING THE OPERATING & CAPITAL BUDGET  
FOR THE FISCAL YEAR 2014-2015**

**WHEREAS**, the City adopted Resolution 1254-2014 establishing the City's Operating and Capital Budget for the Fiscal-Year 2014-2015; and

**WHEREAS**, the City is in the process of approval of the new (FY 2015-2016) Operations and Capital Budget and transfers of reserves and fund balances have been identified that should be included to update the 2014-2015 fiscal-year budget; and

**WHEREAS**, the transfers of reserves and fund balances mitigates negative ending fund balances for the fiscal year 2014-2015; and

**NOW THEREFORE BE IT RESOLVED**, that the City of Rio Dell City Council does hereby amend the City of Rio Dell 2014-2015 Operating & Capital Budget increasing the General Fund reserve allocation \$26,720 and transferring a total amount of \$128,016 as follows:

ADJUSTMENTS	TRANSFER (SOURCE)	TRANSFER (USE)	DEBIT	CREDIT
General Fund (000)	7000 00 000 0000 0000		26,720.00	
Building Fund (008)		7000 00 008 0000 0000		(26,354.00)
Realignment Grant (046)		7000 00 046 0000 0000		(366.00)
<hr/>				
Water Debt Service (061)	7000 00 061 0000 0000		83,137.00	
Water Operations (060)		7000 00 060 0000 0000		(83,137.00)
<hr/>				
Gas Tax (020)	7000 00 020 0000 0000		18,159.00	
TDA Fund (024)		7000 00 024 0000 0000		(18,159.00)

**PASSED AND ADOPTED** by the City of Rio Dell on this 16<sup>TH</sup> day of June, 2015.

Ayes:

Noes:

Abstain:

Absent:

\_\_\_\_\_  
Frank Wilson, Mayor


ATTEST:

\_\_\_\_\_  
Karen Dunham, City Clerk

*Rio Dell City Hall  
675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532  
riodelcity.com*



June 16, 2015

TO: Rio Dell City Council  
FROM: Kyle Knopp, City Manager   
SUBJECT: Annual Adjustment to Eel River Disposal Garbage Rates

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve the proposed rate adjustment with Eel River Disposal and accept it as an amendment to the Solid Waste and Recycling Franchise Agreement, effective July 1, 2015.

BACKGROUND AND DISCUSSION

The Solid Waste Franchise Agreement with Eel River Disposal (ERD) contains a Consumer Price Index (CPI) adjustment in section 2.03.04. As documented in the packet through Exhibit A, the new disposal rate per ton is \$113.80, an increase of \$0.87. The CPI rate adjustment for January of 2015 is -0.1% and so therefor, the change in the disposal rate per ton that can be attributed to ERD has actually declined by \$0.01 cent. The net increase in fees of \$0.87 cents can be attributed to the per ton pass through costs from Humboldt Waste Management Authority.

In addition to disposal rate changes, the CPI adjustment has been applied to the collection rate pursuant to the contract. The new collection rates can be found on Exhibit B.

Exhibit C details the combined rate, which is simply the disposal rate by size plus the collections rate by size. Together, these total the combined rate. (Exhibit A + Exhibit B = Exhibit C)

Exhibit D displays the Bureau of Labor Statistics data for the CPI calculation.

Exhibit E is attached to demonstrate the breakdown of the per ton rate by size of the container

Exhibit F displays the services provided directly to the City through the franchise agreement.

Overall, the adjustment for this year's garbage rates is minimal.

///





May 27, 2015

City of Rio Dell  
Mr. Kyle Knopp  
675 Wildwood Ave  
Rio Dell, CA, 95562

RE: Rate increase to be effective 7-1-15

Dear Kyle:

Please find enclosed new rate sheets reflecting our proposed rate change based upon the CPI, this year the change is -.1 %. There was an increase in the disposal rate, last year the rate was \$ 112.93 per ton and this year it is \$ 113.80 per ton. The rate change should be effective July 1, 2015.

If you should have any questions I can be reached at 725-5156.

Sincerely,

Karen Smith  
Office Manager

07/01/15

RIO DELL

ERD FEES:

ERD Labor Cost	\$7.07 75 % of CPI
ERD Operation	\$4.38 75 % of CPI
ERD Scale Maintenance	\$0.77 75 % of CPI
ERD Haul Cost Avoidance	-\$10.71 75 % of CPI
ERD Capital Cost	\$5.88 FIXED FEE
ERD Return on Investment	\$6.69 75 % of CPI

HWMA FEES:

Operations	\$54.87
Indirect Expenses	

Payroll	\$17.21
Capital Expenditures	
Transportation	
Landfill	

Household Hazardous Waste Program	\$6.29
County/City Recycling Programs	\$4.93
Table Bluff Maintenance	\$0.94
County Local Enforcement Agency (LEA)	\$2.66
Cleanup Fees	\$0.57
Cummings Landfill Maintenance, Monitoring	\$4.67
County Rural Container Subsidy	\$4.52
Administration	\$1.91

Other Fees (Fortuna Host fee of 1.15 per ton)	\$1.15
-----------------------------------------------	--------

<b>TOTAL</b>	<b>\$113.80</b>
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# City of Rio Dell

## Disposal Rates EXHIBIT A

113.80 Per Ton  
Effective 7-1-15

**Bag Service**                      **1 Bag**  
Regular                              \$1.92

**Monthly Rate**  
**20-Gallon Can**                      **1 Can**  
1xWeekly                              \$5.19

**Monthly Rate**  
**32-Gallon Can**                      **1 Can**      **2 Cans**      **3 Cans**      **4 Cans**  
1xWeekly                              \$8.31      \$16.61      \$24.92      \$33.22  
2XWeekly                              \$16.61      \$33.22      \$49.83      \$66.44

**Monthly Rate**  
**Bins No Rental**                      **1 Yard**      **1.5 Yard**      **2 Yard**      **3 Yard**      **4 Yard**      **6 Yard**      **8 Yard**  
1xWeekly                              \$52.43      \$78.64      \$104.86      \$157.28      \$209.71      \$314.57      \$419.42  
2xWeekly                              \$104.86      \$157.28      \$209.71      \$314.57      \$419.42      \$629.13      \$838.85  
3XWeekly                              \$157.28      \$235.93      \$314.57      \$471.85      \$629.13      \$943.70      \$1,258.27

# City of Rio Dell

Collection Rate  
EXHIBIT B

Bold numbers  
effective 7-1-15

-0.001

**Bag Service**                      **1 Bag**  
Regular                              \$4.49

**\$4.49**

Curbside Recycling              \$6.15

**\$6.14**

Monthly Rate  
**20-Gallon Can**                      **1 Can**  
1xWeekly                              \$15.29

**\$15.27**

Monthly Rate <b>32-Gallon Can</b>	<b>1 Can</b>	<b>2 Cans</b>	<b>3 Cans</b>	<b>4 Cans</b>
1xWeekly	\$17.49	\$24.50	\$33.94	\$39.98
2XWeekly	\$30.51	\$46.32	\$65.23	\$77.33
	<b>\$17.47</b>	<b>\$24.48</b>	<b>\$33.91</b>	<b>\$39.94</b>
	<b>\$30.48</b>	<b>\$46.27</b>	<b>\$65.16</b>	<b>\$77.25</b>

Monthly Rate <b>Bins No Rental</b>	<b>1 Yard</b>	<b>1.5 Yard</b>	<b>2 Yard</b>	<b>3 Yard</b>	<b>4 Yard</b>	<b>6 Yard</b>	<b>8 Yard</b>
1xWeekly	\$29.50	\$44.24	\$59.05	\$88.59	\$118.05	\$177.16	\$236.77
2xWeekly	\$52.65	\$87.91	\$117.35	\$175.93	\$234.91	\$351.95	\$469.30
3XWeekly	\$88.59	\$131.95	\$175.93	\$264.03	\$351.95	\$527.88	\$704.27
	<b>\$29.47</b>	<b>\$44.20</b>	<b>\$58.99</b>	<b>\$88.50</b>	<b>\$117.93</b>	<b>\$176.98</b>	<b>\$236.53</b>
	<b>\$52.60</b>	<b>\$87.82</b>	<b>\$117.23</b>	<b>\$175.75</b>	<b>\$234.68</b>	<b>\$351.60</b>	<b>\$468.83</b>
	<b>\$88.50</b>	<b>\$131.82</b>	<b>\$175.75</b>	<b>\$263.77</b>	<b>\$351.60</b>	<b>\$527.35</b>	<b>\$703.57</b>

<b>Bin Rental</b>	<b>1 Yard</b>	<b>1.5 Yard</b>	<b>2 Yard</b>	<b>3 Yard</b>	<b>4 Yard</b>	<b>6 Yard</b>	<b>8 Yard</b>
	\$19.67	\$22.39	\$25.17	\$30.70	\$36.11	\$47.50	\$55.36
	<b>\$19.65</b>	<b>\$22.37</b>	<b>\$25.14</b>	<b>\$30.67</b>	<b>\$36.07</b>	<b>\$47.45</b>	<b>\$55.30</b>

# City of Rio Dell

Combined Rate  
EXHIBIT C

To be effective 7-1-14

**Bag Service**                      **1 Bag**  
Regular                              \$6.40

**Curbside Recycling**        \$6.14

Monthly Rate  
**20-Gallon Can**                **1 Can**  
1xWeekly                          \$20.47

Monthly Rate				
<b>32-Gallon Can</b>	<b>1 Can</b>	<b>2 Cans</b>	<b>3 Cans</b>	<b>4 Cans</b>
1xWeekly	\$25.78	\$41.09	\$58.82	\$73.16
2XWeekly	\$47.09	\$79.50	\$115.00	\$143.70

Monthly Rate							
<b>Bins No Rental</b>	<b>1 Yard</b>	<b>1.5 Yard</b>	<b>2 Yard</b>	<b>3 Yard</b>	<b>4 Yard</b>	<b>6 Yard</b>	<b>8 Yard</b>
1xWeekly	\$81.90	\$122.84	\$153.85	\$245.78	\$327.64	\$491.55	\$655.96
2xWeekly	\$157.45	\$245.11	\$326.94	\$490.32	\$654.10	\$980.73	\$1,307.68
3XWeekly	\$245.78	\$367.74	\$490.32	\$735.62	\$980.73	\$1,471.05	\$1,961.83

<b>Bin Rental</b>	<b>1 Yard</b>	<b>1.5 Yard</b>	<b>2 Yard</b>	<b>3 Yard</b>	<b>4 Yard</b>	<b>6 Yard</b>	<b>8 Yard</b>
	\$19.65	\$22.37	\$25.14	\$30.67	\$36.07	\$47.45	\$55.30

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## Databases, Tables & Calculators by Subject

FONT SIZE

Change Output Options:

From:  To:  ☐ include graphs ☐ include annual averages[More Formatting Options](#)

Data extracted on: May 27, 2015 (6:17:12 PM)

### Consumer Price Index - All Urban Consumers

Series Id: CUUR0000SA0  
 Not Seasonally Adjusted  
 Area: U.S. city average  
 Item: All items  
 Base Period: 1982-84=100

Download: [xlsx](#)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	HALF1	HALF2
2005	190.7	191.8	193.3	194.6	194.4	194.5	195.4	196.4	198.3	199.2	197.6	196.8	193.2	197.4
2006	198.3	198.7	199.8	201.5	202.5	202.9	203.5	203.9	202.9	201.8	201.5	201.8	200.6	202.6
2007	202.416	203.499	205.352	206.686	207.949	208.352	208.295	207.917	208.490	208.936	210.177	210.036	205.709	208.976
2008	211.080	211.693	213.528	214.823	216.632	218.815	219.964	219.086	218.783	216.573	212.425	210.228	214.429	216.177
2009	211.143	212.193	212.709	213.240	213.856	215.693	215.351	215.334	215.969	216.177	216.330	215.949	213.139	215.935
2010	216.687	216.741	217.631	218.009	218.178	217.965	218.011	218.312	218.439	218.711	218.803	219.179	217.535	218.576
2011	220.223	221.309	223.467	224.906	225.964	225.712	225.922	225.545	226.889	226.421	226.230	225.672	223.598	226.280
2012	226.665	227.663	229.392	230.085	229.815	229.478	229.104	230.379	231.467	231.317	230.221	229.601	228.850	230.338
2013	230.280	232.166	232.773	232.531	232.945	233.504	233.596	233.877	234.149	233.546	233.069	233.049	232.366	233.548
2014	233.916	234.781	236.293	237.072	237.900	238.343	238.250	237.852	238.031	237.433	236.151	234.812	236.384	237.088
2015	233.707	234.722	236.119	236.599										

### 12-Month Percent Change

Series Id: CUUR0000SA0  
 Not Seasonally Adjusted  
 Area: U.S. city average  
 Item: All items  
 Base Period: 1982-84=100

Download: [xlsx](#)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	HALF1	HALF2
2005	3.0	3.0	3.1	3.5	2.8	2.5	3.2	3.6	4.7	4.3	3.5	3.4	3.0	3.3
2006	4.0	3.6	3.4	3.5	4.2	4.3	4.1	3.8	2.1	1.3	2.0	2.5	3.3	2.6
2007	2.1	2.4	2.8	2.6	2.7	2.7	2.4	2.0	2.8	3.5	4.3	4.1	2.5	3.1
2008	4.3	4.0	4.0	3.9	4.2	5.0	5.6	5.4	4.9	3.7	1.1	0.1	4.2	3.4
2009	0.0	0.2	-0.4	-0.7	-1.3	-1.4	-2.1	-1.5	-1.3	-0.2	1.6	2.7	0.6	-0.1
2010	2.6	2.1	2.3	2.2	2.0	1.1	1.2	1.1	1.1	1.2	1.1	1.5	2.1	1.2
2011	1.6	2.1	2.7	3.2	3.6	3.6	3.6	3.8	3.9	3.5	3.4	3.0	2.8	3.5
2012	2.9	2.9	2.7	2.3	1.7	1.7	1.4	1.7	2.0	2.2	1.8	1.7	2.3	1.8
2013	1.6	2.0	1.5	1.1	1.4	1.8	2.0	1.5	1.2	1.0	1.2	1.5	1.5	1.4
2014	1.6	1.1	1.5	2.0	2.1	2.1	2.0	1.7	1.7	1.7	1.3	0.8	1.7	1.5
2015	-0.1	0.0	-0.1	-0.2										

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# EXHIBIT E

SIZE	TON	RATE	Rate/cont	Monthly Rate	Rate w/FF	Monthly Rate w/ff
1#/GAL-202#/YD						
20 Gallon	0.01	\$ 113.80	1.14	4.93	1.20	5.19
32 Gallon	0.016	\$ 113.80	1.82	7.89	1.92	8.31
40 Gallon	0.02	\$ 113.80	2.28	9.86	2.40	10.38
64 Gallon	0.032	\$ 113.80	3.64	15.73	3.83	16.61
1 Cu Yd	0.101	\$ 113.80	11.49	49.81	12.10	52.43
1.5 Cu Yd	0.1515	\$ 113.80	17.24	74.71	18.15	78.64
2 Cu Yd	0.202	\$ 113.80	22.99	99.61	24.20	104.86
3 Cu Yd	0.303	\$ 113.80	34.48	149.42	36.30	157.28
4 Cu Yd	0.404	\$ 113.80	45.98	199.23	48.39	209.71
6 Cu Yd	0.606	\$ 113.80	68.96	298.84	72.59	314.57
8 Cu Yd	0.808	\$ 113.80	91.95	398.45	96.79	419.42

# EXHIBIT F

## SERVICE TO THE CITY RIO DELL FRANCHISE AGREEMENT

CONTRACTOR shall provide CITY with solid waste collection of up to twelve 32-gallon cans per week. The CITY may increase this limit by one can per year. CITY reserves the right to control the location and frequency of pick up within the above stated limits. Locations of bins are to be designated by CITY from time to time in writing. CONTRACTOR shall also provide recycling service to CITY. The list of materials that CONTRACTOR is required to pickup for such recycling collection shall not exceed that established in this Agreement, or as it is from time to time amended. (See section 2.01.03.05 in regard to recycling service.)

Current Can Locations: as of January, 2007

Police & City Hall	3 cans
Corporation Yard	1 four yard dumpster
Public Cans located throughout town	9 cans

CONTRACTOR will also provide services one day per year for a clean up event. Those services will include disposal bins and recycling bins. Recycling will include metals, wood, cardboard, and appliances. CONTRACTOR will provide labor to assist residents with their material. CONTRACTOR will not be required to accept tires, hazardous materials, liquids, household garbage, commercial waste, or waste from remodeling projects. Participants will be required to demonstrate that they are residents of Rio Dell. The CITY will pay for disposal costs of the disposed material from the event, but will not pay for transportation, or CONTRACTOR's labor. CITY and CONTRACTOR will work together to maximize recycling and minimize disposal. CITY will be responsible for organizing and publicizing the event. CITY will determine the date for the event.



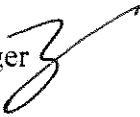
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*Rio Dell City Hall  
675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532  
riodelcity.com*



June 16, 2015

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager 

SUBJECT: Discussion and Possible Action on a Presentation from City Engineering Firm GHD Inc. on the Metropolitan Well Site Redevelopment Project and Related Grant Application for Safe Drinking Water State Revolving Funds

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Receive the presentation and provide direction if necessary.

BACKGROUND AND DISCUSSION

The City's Engineering firm GHD Inc. will give a presentation on current status of the Metropolitan Wells Redevelopment Project. Potentially significant changes to the financing plan of the project may now be required and will be discussed at the Council meeting.

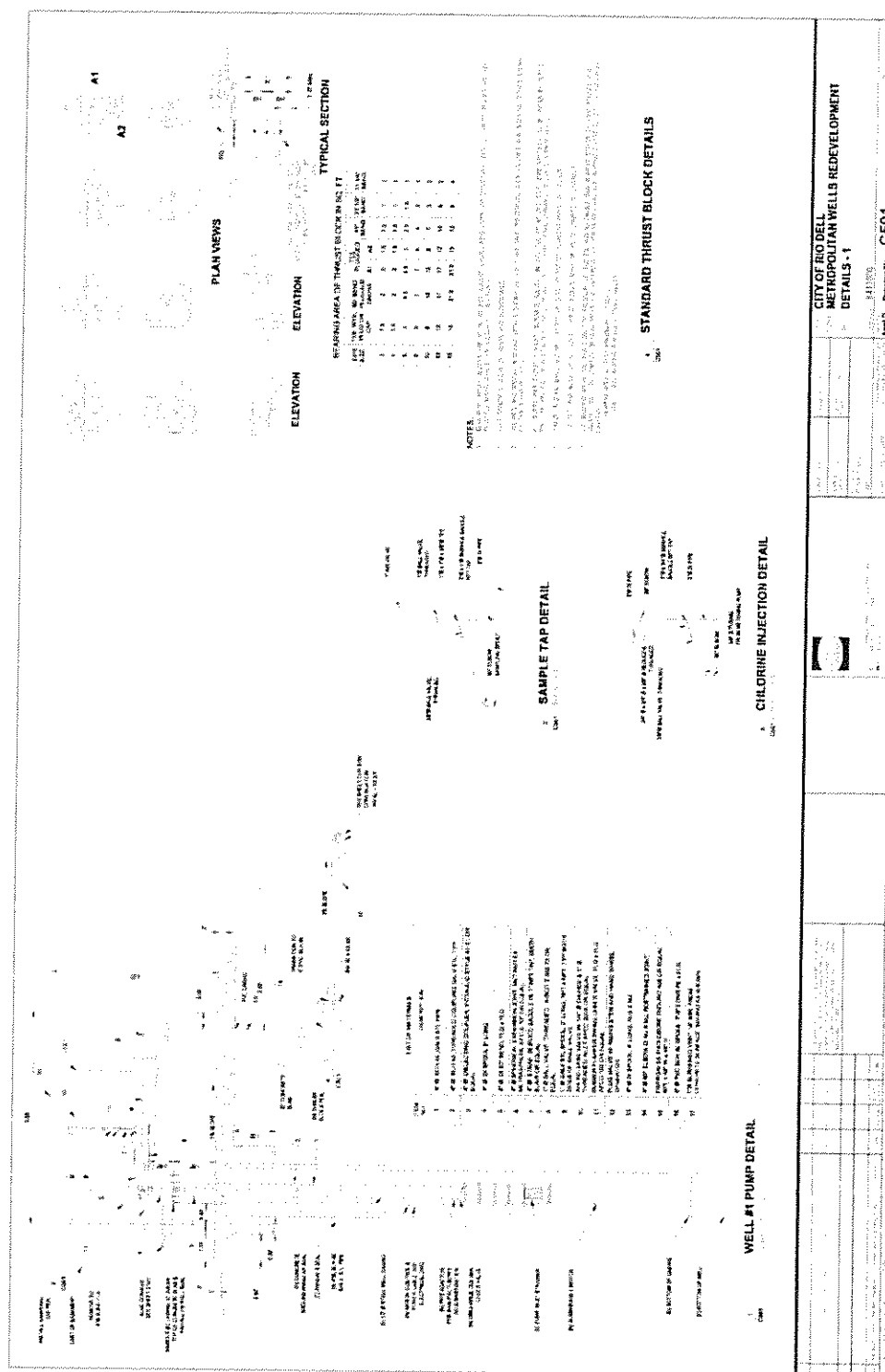
Attached are slides from the powerpoint presentation.

Additional Background Information:

On March 17, 2015 the City Council assigned the scope of work for the Safe Drinking Water State Revolving Fund (SDWSRF) grant application to GHD Inc. and authorized the lending of \$5,900.00 from the General Fund to the Water Operations Fund to finance this application. The SDWSRF grant was identified to fund the Metropolitan Well Site Project due to the financing gap between the projected Northcoast Integrated Regional Water Management Plan grant funds (Proposition 84) and the expected project cost. This project has been prioritized by the City Council for completion as soon as possible due to the urgent situation associated with the statewide drought and record low flows in the Eel River which is the current and sole source of water for the City of Rio Dell.

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# Metropolitan Wells Project



## Metropolitan Wells Project

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- Drought Grant
- Safe Drinking Water State Revolving Fund grant application
- Preliminary Design



## Metropolitan Wells Project

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### Proposition 84 Drought Grant

- June 9<sup>th</sup> Final comment responses submitted to Humboldt Co.
- July Contracting with Humboldt County



## Metropolitan Wells Project

### Safe Drinking Water State Revolving Fund Grant

- January 2015 Program moved from Dept. of Public Health to the State Water Board
- Economic Hardship Criteria for grants more explicitly defined
  - Historic Program any Small Disadvantaged Community (DAC) Eligible for 80% grant funding
  - Proposed change in program Disadvantaged Communities must now show “Economic Hardship” to be eligible for grant funds  
Economic hardship defined as the average water rate > 1.5% of MHI
- Projects Now funded on a first ready first served basis with less emphasis on public health threats as ranking criteria



## Metropolitan Wells Project

### Safe Drinking Water State Revolving Fund Grant

- Final determinations on grant eligibility made by the State Board once an application is submitted
  - First part of application submitted Friday June 12<sup>th</sup>.
- City's current average water rate of \$41.67 is 1.18% of the City's MHI of \$42,289, which does not meet the State Board's Hardship Criteria
- Change could result in no grant funds through the DWSRF
- Other funding options being investigated
- Opportunity to request modifications to enhance eligibility for grant funding.



## Metropolitan Wells Project

### Potential Project Timeline

- June 2015 Preliminary Design and Estimate
- June 2015 SRF Application submitted
- July 2015 Final Design – Plans, Specifications and Estimate
- Aug/Sept 2015 Bidding
- Sept-Dec 2015 Construction
- Dec/Jan 2015/16 Construction Completion



## Metropolitan Wells Project

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### Preliminary Design:

- Treatment unit selection and sizing
- Backwash Tank and Foundation sizing and design
- Pump sizing
- Well housing selection
- Water pipe routing
- Controls / SCADA System
- Control Building





## Metropolitan Wells Project

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Next:

- July 7th Council Meeting
  - Final Design, bid period services and construction management contract
- Begin Final Design and prepare Bid Documents



## Rio Dell K-8 Schools Safety Improvement and Community Outreach Project

- ATP application submitted May 29th
- Successful project list expected in September 2015



Questions?



*Rio Dell City Hall  
675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532  
riodellcity.com*



June 16, 2015

TO: Rio Dell City Council  
FROM: Kyle Knopp, City Manager *3*  
SUBJECT: Discussion and Possible Action Related to Measure Z Funding

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Provide direction to staff.

BACKGROUND AND DISCUSSION

On Friday March 20, 2015 the City Manager submitted a grant application to the Citizen's Advisory Committee on Measure Z Expenditures. Part of the application included a request for \$35,569.00 for the purposes of additional clerical support for law enforcement including enhanced nuisance abatement and code enforcement activities.

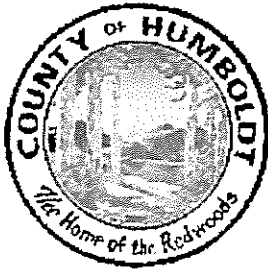
Measure Z was a countywide .5% transactions and use (sales) tax that was written as a general tax and was promoted as a tax for public safety. The measure passed on November 4, 2014.

On Monday June 8, 2015 the Humboldt County Board of Supervisor's preliminarily allocated \$35,569 in Measure Z funds to the City of Rio Dell for the purposes described in the grant application. This funding is not included in the FY 15-16 budget and staff will return to the council with amendments pending the results of the Board of Supervisor's actions on June 23<sup>rd</sup> when it is expected the County's final budget will be adopted.

Staff will provide a short update and discuss options.

Attached is the Measure Z application for funding.

///



## CITIZENS' ADVISORY COMMITTEE ON *MEASURE Z* EXPENDITURES

(Advisory Committee will make recommendations to the Humboldt County Board of Supervisors as to expenditure of funds derived from *Measure Z*.)

### APPLICATION FOR FUNDING

Agency Name: **City of Rio Dell**

Mailing Address: 675 Wildwood Avenue, Rio Dell, CA 95562

Contact Person: **Kyle Knopp**

Title: **City Manager**

Telephone: (707)764-3532

E-mail address: kknopp@riodellicity.com

1. AMOUNT OF *MEASURE Z* FUNDING REQUESTED FOR FY 2015-16: **\$ 35,569.00**

2. ENTITY TYPE -- Please check appropriate box.

- a. Humboldt County Department ☐
- b. Contract Service Provider to Humboldt County ☐
- c. Local Government Entity ☒
- d. Private Service Provider ☐
- e. Non-Profit Service Provider ☐
- f. Other ☐

3. Please provide brief description of proposal for which you are seeking funding.

The City of Rio Dell proposes funding a clerical position in our police department for three days out of the week to provide support for law enforcement services and enhanced nuisance abatement and code enforcement activities. Currently, the Rio Dell Police Department is staffed by five full time sworn officers, with one day per week of clerical support funded through a source that will expire at the end of this 2014-2015 fiscal year on June 30, 2015.

This proposal for *Measure Z* funding will allow our officers to spend more time in the field responding to calls for service and active patrol. Currently, the city has a backlog of nuisance abatement issues that require sworn staff to spend time on general administrative tasks associated with enforcement. The addition of this clerical support to the Police Department will allow for more routine follow-through in complaints, enhance customer service to the community, and enhance our department's ability to focus more on direct law enforcement services.

4. *Measure Z* funding is scheduled to "sunset" in 2020. How are you developing a plan for sustainability, including diversification of funding sources, in order for your proposal to carry on without reliance on future *Measure Z* funds?

The City of Rio Dell is looking to expand and diversify its tax base over the next five years. Central to this objective is the city's work with the State and Federal governments to restructure its Community Development Block Grant (CDBG) program to develop and emphasize economic development activities including micro-enterprise assistance and infrastructure related activities that enhance development potential that benefit both the city and the region as a whole.

The City has developed a partnership with its Chamber of Commerce to enhance the quality of the business environment through infrastructure for public art, parking enhancements and motorist signage both in-town and on the highway.

5. If this request is for the continuation, or expansion, of an existing program/service, what is the current source of funding for that program/service?

The funds used to currently provide clerical support to the Police Department come from a special allocation in the Governor's budget to help compensate cities for the impacts of the AB 109 prison realignment legislation passed in 2011. Unlike the other funds associated with AB 109, there are no protections for cities to continue receiving these funds. Additionally, any funds received under this special allocation for FY 2015-2016 will need to cover rising costs in maintaining the city's five sworn officers.

6. If you are awarded *Measure Z* funds, how will you use them to leverage additional grants, contributions, or community support?

Some costs for abatement activities can be recoverable for cities, however these costs are mostly associated with direct abatement activities (demolition, remediation, etc.) and not the administration of the abatement activities themselves.

Nuisance abatement and code enforcement activities help economic development by cleaning up the town and creating an environment where people are more likely to invest in either a business or home.

Additionally, the community will be better supported through access to a Police Department receptionist three days a week. Community members and victims of crime will have more direct access to a city staff person who can refer them to services or make direct contact with sworn personnel. Currently, when officers are not present at the Police Department headquarters, victims of crime must use a call box to summon assistance. *Measure Z* funds would help mitigate that experience.

7. Will this proposal require new or expanded activity on the part of another entity to be fully functional and effective? If so, please describe.

No. It is believed enhanced support to our officers and enhanced nuisance abatement activities will ultimately lower levels of crime in the city and subsequently lower the level of activity required of our allied agencies and partners.

#### **ATTACHMENTS—Please include the following with your application**

***Proposal Narrative:*** Brief description of your request for *Measure Z* funds – Please explain how it is an essential service or for public safety. (*one page maximum*)

***Program Budget***

Clerical Support Position		
	Full Time	3/5 Time
Hourly Pay	\$18.76	\$18.76
Annual Pay	\$39,026	\$23,415
Payroll Taxes & Benefits	\$20,257	\$12,154
Total Annual	\$59,283	\$35,569

*I declare under penalty of perjury under the laws of the State of California that the above statements and all attachments are true and correct*

DATE: 3/20/15

SIGNATURE: 

**SUBMIT THIS APPLICATION TO:**

Humboldt County Citizens' Advisory Committee on *Measure Z* Expenditures  
c/o County Administrative Office  
825 Fifth Street, Suite 111  
Eureka, CA 95501-1153.

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675 Wildwood Ave.  
Rio Dell, CA 95562  
Phone: (707) 764-3532  
Fax: (707) 764-5480

March 20, 2015

Humboldt County Citizens' Advisory Committee on Measure Z Expenditures  
c/o County Administrative Office  
825 5<sup>th</sup> Street, Suite 111  
Eureka, CA 95501-1153

Dear Members of the Advisory Committee,

The City of Rio Dell respectfully submits three proposals for your consideration regarding Measure Z funding. We believe all three of the proposals to be connected to two of the most important issues in our community, public safety and economic development. Like other small cities in Humboldt County, we struggle to provide baseline levels of public safety services to our residents. We are proud to provide direct law enforcement services to our residents, but over the years our Police Department has become smaller in number as fiscal pressure has forced us to reorganize. We believe our public safety services not only benefit the citizens of Rio Dell, but also the county as a whole.


Public safety and economic development go hand-in-hand. We need to expand our tax base and create jobs in order to maintain our existing levels of service and we need a safe community to make that happen. We will need your help if we are to achieve these objectives and build upon the current levels. We submit to you the following list of proposals:

- 1.) \$35,569 to fund a 3/5 time clerical position in our Police Department. This position will free up the valuable time of our sworn officers in addition to help with nuisance abatement related paperwork.
- 2.) \$20,000 for a contracted Economic Development Coordinator. The city needs assistance to apply for grants, pursue development opportunities and review and develop business attraction and retention practices within the city.
- 3.) \$25,000 for partial funding of the "Avenue of the Sculptures" program. The city has enthusiastic partners in the arts and business community who want to help make this vision a reality.

We believe these requests to be measured and responsible; if your committee recommends all three proposals to the Board of Supervisors, the total commitment will match the estimated revenues Measure Z will collect in Rio Dell on an annual basis. We appreciate the opportunity to keep Rio Dell dollars working to improve our city and by extension, the broader community.

We understand the enormity of your responsibility in this matter and would greatly appreciate your support of all of these requests, or any of these recommendations that best fit your vision for Humboldt County.

Sincerely,

  
Kyle C. Knopp  
City Manager, City of Rio Dell






---

*Rio Dell City Hall  
675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532  
riodelcity.com*

June 16, 2015

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager 

SUBJECT: Discussion and Possible Action Related to Economic Development Workshop  
Scheduled for June 23rd

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Provide direction to staff.

BACKGROUND AND DISCUSSION

An Economic Development workshop is scheduled for June 23<sup>rd</sup>. Staff will provide an update and seek input from the Council.

///

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675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532  
(707) 764-5480 (fax)  
E-mail: [cm@riodellcity.com](mailto:cm@riodellcity.com)



**CITY OF RIO DELL  
STAFF REPORT  
CITY COUNCIL AGENDA  
June 16, 2015**

TO: Mayor and Members of the City Council

THROUGH: Kyle Knopp, City Manager *JK*

FROM: Brooke Woodcox, Finance Director *BW*

DATE: June 16, 2015

SUBJECT: **Adopt Resolution 1267-2015 approving Operations and Capital Budget for FY 2015-2016**

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**RECOMMENDATION**

It is recommended that the City Council approve Resolution 1267-2015 adopting the City of Rio Dell FY 2015-2016 Operations and Capital Budget. Further, it is recommended that Council ask staff to return on July 21, 2015 with options for deficit mitigation.

**BACKGROUND AND DISCUSSION**

At a budget workshop meeting on May 27, 2015, Council reviewed and conducted a public hearing on the FY 2015-2016 Proposed Draft Budget as presented by staff. On June 2, 2015, staff presented an updated draft budget and went through details of changes that were incorporated into the budget. At this time all recommendations, suggestions, and corrections noted have been implemented into the proposed draft.

**BUDGETARY IMPACT**

Approval of Resolution 1267-2015 will adopt the staffing plan funded in the budget, appropriate projected revenues totaling **\$3,093,603**, expenditures in the amount of **\$3,386,932**, and an appropriation to and from reserves in the amount of **\$ -293,329**. A summary chart for all funds follows:

City of Rio Dell BUDGET ANALYSIS BY FUND Fiscal Year 2016								
Fund	Fund Name	Est. Beg. Fund Balance 7/1/15	Est. Revenue	Transfers In	Transfers Out	Proposed Expenditures	Est. End. Fund Balance 6/30/16	Change in Fund Balance
000	General Fund (not inc. MU)	978,563	742,909	22,677	-	936,226	762,569	(215,993)
000	Measure U Revenue	-	160,000	-	-	-	160,000	160,000
005	Administration Vehicle	3,733	4,000	-	-	1,200	6,533	2,800
008	Bldg. Fund	-	33,100	-	17,265	50,365	-	-
015	Parks and Rec Capital	9,111	-	-	-	-	9,111	-
020	Gas Tax Fund	283,559	76,820	-	-	163,118	197,261	(86,298)
024	TDA Fund	-	129,945	-	-	126,925	3,020	3,020
027	Solid Waste	31,243	9,500	-	-	10,854	29,889	(1,354)
037	CDBG - Receivables	18,598	-	-	-	-	18,598	-
039	CDBG - Rev Exp	201,249	28,800	-	-	11,798	218,251	17,002
040	SLESF	-	100,000	-	-	100,000	-	-
043	Vehicle Abatement	2,755	-	-	-	-	2,755	-
046	Realignment Grant	-	7,000	-	2,735	9,735	-	-
093	Spay Neuter	2,867	-	-	-	-	2,867	-
095	Anniversary Fund	860	-	-	-	860	-	(860)
074	Recycling	20,123	5,000	-	-	17,000	8,123	(12,000)
050	Sewer Operations	260,674	589,550	-	-	709,523	140,701	(119,973)
052	Sewer Capital	514,560	170,000	-	-	55,000	629,560	115,000
053	Sewer Assessment	35,470	30,950	-	-	31,750	34,670	(800)
054	Sewer Debt Service	442,686	310,000	-	-	302,933	449,753	7,067
060	Water Operations	-	493,030	-	185,616	678,646	-	-
061	Water Debt Service	33,999	140,000	37,999	-	136,000	-	(33,999)
062	Water Capital	126,940	63,000	144,940	-	45,000	-	(126,940)
	<b>TOTAL</b>	<b>2,966,991</b>	<b>3,093,603</b>	<b>205,616</b>	<b>205,616</b>	<b>3,386,932</b>	<b>2,673,662</b>	<b>(293,329)</b>

The General Fund interfund transfer of \$22,677 is a combined total towards the Building Fund (\$17,265), the Realignment Grant Fund (\$2,735), and a loan to Water Operations (\$2,677).

Water Funds interfund transfers are \$182,939. The Water Capital Fund portion is \$144,940 and the Water Debt Service is \$37,999, for a total of \$182,939 for Water Operations expenditures. The Water Capital transfer is a loan of \$144,940 to Water Operations.

*Attached is a list of changes from Budget presented June 2, 2015*

**LIST OF FINAL BUDGET CHANGES  
FY 2015-2016 CITY OF RIO DELL  
OPERATIONS AND CAPITAL BUDGET**

Expenditures as presented June 2 were \$3,374,712 and increased \$12,220 to \$3,386,932.

Revenues as presented June 2 were \$3,162,923 and decreased by \$69,320 to \$3,093,603

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GENERAL FUND ENDING BALANCE – Decreased \$1,319

GAS TAX ENDING FUND BALANCE – Decreased \$1,186

TDA ENDING FUND BALANCE – Decreased \$842

SEWER FUND ENDING FUND BALANCE – Decreased \$36,270

SEWER CAPITAL ENDING FUND BALANCE – Decreased \$4,330

SEWER DEBT SERVICE ENDING FUND BALANCE – Decreased \$33,100

WATER CAPITAL FUND – Decreased \$664

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*Note Sewer Fund Ending Balances – Sewer Revenues were estimated at Wastewater rate study projections in the earlier versions of 2015-2016 Operations and Capital Budget presented to Council; Estimates required reduction of anticipated revenues.*



**RESOLUTION NO. 1267-2015**  
**A RESOLUTION OF THE CITY COUNCIL**  
**OF THE CITY OF RIO DELL**  
**ADOPTING THE OPERATING & CAPITAL BUDGET**  
**FOR THE FISCAL-YEAR 2015-2016**

**WHEREAS**, the City is required to adopt an annual operations budget pursuant to City of Rio Dell Resolution 966-2007; and

**WHEREAS**, the proposed budget for the Fiscal-year beginning July 1, 2015 and ending June 30, 2016, as presented by the Finance Department has been reviewed and revised by the City Manager, and the City Council; and

**NOW THEREFORE BE IT RESOLVED**, that the City of Rio Dell City Council does hereby adopt the City of Rio Dell 2015-2016 Operating & Capital Budget, including projected revenues totaling \$3,093,603, expenditures in the amount of \$3,386,932, and an appropriation to and from reserves in the amount of \$ -293,329 as follows:

City of Rio Dell BUDGET ANALYSIS BY FUND Fiscal Year 2016								
Fund	Fund Name	Est. Beg. Fund Balance 7/1/15	Est. Revenue	Transfers In	Transfers Out	Proposed Expenditures	Est. End. Fund Balance 6/30/16	Change in Fund Balance
000	General Fund (not inc. MU)	978,563	742,909	22,677	-	936,226	762,569	(215,993)
000	Measure U Revenue	-	160,000	-	-	-	160,000	160,000
005	Administration Vehicle	3,733	4,000	-	-	1,200	6,533	2,800
008	Bldg. Fund	-	33,100	-	17,265	50,365	-	-
015	Parks and Rec Capital	9,111	-	-	-	-	9,111	-
020	Gas Tax Fund	283,559	76,820	-	-	163,118	197,261	(86,298)
024	TDA Fund	-	129,945	-	-	126,925	3,020	3,020
027	Solid Waste	31,243	9,500	-	-	10,854	29,889	(1,354)
037	CDBG - Receivables	18,598	-	-	-	-	18,598	-
039	CDBG - Rev Exp	201,249	28,800	-	-	11,798	218,251	17,002
040	SLESF	-	100,000	-	-	100,000	-	-
043	Vehicle Abatement	2,755	-	-	-	-	2,755	-
046	Realignment Grant	-	7,000	-	2,735	9,735	-	-
093	Spay Neuter	2,867	-	-	-	-	2,867	-
095	Anniversary Fund	860	-	-	-	860	-	(860)
074	Recycling	20,123	5,000	-	-	17,000	8,123	(12,000)
050	Sewer Operations	260,674	589,550	-	-	709,523	140,701	(119,973)
052	Sewer Capital	514,560	170,000	-	-	55,000	629,560	115,000
053	Sewer Assessment	35,470	30,950	-	-	31,750	34,670	(800)
054	Sewer Debt Service	442,686	310,000	-	-	302,933	449,753	7,067
060	Water Operations	-	493,030	-	185,616	678,646	-	-
061	Water Debt Service	33,999	140,000	37,999	-	136,000	-	(33,999)
062	Water Capital	126,940	63,000	144,940	-	45,000	-	(126,940)
	<b>TOTAL</b>	<b>2,966,991</b>	<b>3,093,603</b>	<b>205,616</b>	<b>205,616</b>	<b>3,386,932</b>	<b>2,673,662</b>	<b>(293,329)</b>

**BE IT FURTHER RESOLVED,** that the staffing is adopted and funded in the 20154-2016 Operations Budget as follows:

POSITION	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
Accountant I/II	--	1	1	1	--	1
Admin. Assistant	1	--	--	--	--	--
Chief of Police	1	1	1	1	1	1
City Clerk	1	1	1	1	1	1
City Manager/Public Works Director	1	1	0.75	0.75	1	1
Community Development Director	--	1	1	1	0.8	0.8
Finance Director	1	1	1	1	1	1
Fiscal Assistant I/II	2	2	1	1	1	1
Police Corporal	1	--	--	--	--	--
Police Officer	5	3	3	3	3	3
Police Records Technician	1	--	--	--	--	--
Police Sergeant	1	1	1	1	1	1
Public Works Leadman	1	1	--	--	--	--
Public Works Admin. Technician	1	1	--	--	--	--
Senior Fiscal Assistant	1	--	1	1	1	1
Utility Wroker I/II	3	4	3	3	3	3
Water/Wastewater Plant Operation	--	--	1	1	1	1
Wastewater Superintendent	1	1	1	1	1	1
Water/Roadways Supervisor	1	1	1	1	1	1
Public Works Director	1	--	--	--	--	--
Total	24	20	17.75	17.75	16.80	17.80

**BE IT FURTHER RESOLVED,** as follows:

**Section 1.**

It is the intention of the City Council in approving and adopting an annual budget to provide financial guidance for routine operations of City business and for the purpose of providing information to the general public.

**Section 2.**

The adopted annual City budget will be implemented and maintained in accordance with City Budget Policy as outlined in Resolution 966-2007.

**Section 3.**

Adoption of the annual budget does not expressly approve expenditures of funds in excess of purchasing authority as outlined by City Resolution, Ordinance, State, or Federal law.

**Section 4.**

Adoption of the 2015-2016 Budget shows minimum fund balance deficits in all water funds (Operating 060, Debt Service 061, and Capital 062), and the Building Fund 008, as set forth in

City Policy. The Water rates will be adjusted in FY 2015-2016 to avoid any further minimum fund balance deficits. The Building Fund is relatively new, and was created in order to have available a reserve balance that hasn't materialized. There is no operational reason to require the TDA Fund (024) and Solid Waste Fund (027) to carry a Reserve balance.

**Section 5.**

Adoption of the 2015-16 Operating and Capital Budget includes inter-fund transfers totaling \$205,616: Water Fund Debt Service Fund (\$37,999), Water Capital Fund (\$144,940), and General Fund (\$2,677) to the Water Operations; General Fund (\$17,265) to the Building Fund; General Fund (\$2,735) to the Realignment Grant Fund.

**PASSED AND ADOPTED** by the City of Rio Dell on this 16<sup>th</sup> day of June 2015, by the following roll call vote:

Ayes:

Noes:

Abstain:

Absent:

\_\_\_\_\_  
Frank Wilson, Mayor

ATTEST:

\_\_\_\_\_  
Karen Dunham, City Clerk

City of Rio Dell  
BUDGET ANALYSIS BY FUND  
Fiscal Year 2016

Fund	Fund Name	Est. Beg. Fund Balance 7/1/15	Est. Revenue	Transfers In	Transfers Out	Proposed Expenditures	Est. End. Fund Balance 6/30/16	Change in Fund Balance
000	General Fund (not inc. MU)	978,563	742,909	22,677	-	936,226	762,569	(215,993)
000	Measure U Revenue	-	160,000	-	-	-	160,000	160,000
005	Administration Vehicle	3,733	4,000	-	-	1,200	6,533	2,800
008	Bldg. Fund	-	33,100	-	17,265	50,365	-	-
015	Parks and Rec Capital	9,111	-	-	-	-	9,111	-
020	Gas Tax Fund	283,559	76,820	-	-	163,118	197,261	(86,298)
024	TDA Fund	-	129,945	-	-	126,925	3,020	3,020
027	Solid Waste	31,243	9,500	-	-	10,854	29,889	(1,354)
037	CDBG - Receivables	18,598	-	-	-	-	18,598	-
039	CDBG - Rev Exp	201,249	28,800	-	-	11,798	218,251	17,002
040	SLESF	-	100,000	-	-	100,000	-	-
043	Vehicle Abatement	2,755	-	-	-	-	2,755	-
046	Realignment Grant	-	7,000	-	2,735	9,735	-	-
093	Spay Neuter	2,867	-	-	-	-	2,867	-
095	Anniversary Fund	860	-	-	-	860	-	(860)
074	Recycling	20,123	5,000	-	-	17,000	8,123	(12,000)
050	Sewer Operations	260,674	589,550	-	-	709,523	140,701	(119,973)
052	Sewer Capital	514,560	170,000	-	-	55,000	629,560	115,000
053	Sewer Assessment	35,470	30,950	-	-	31,750	34,670	(800)
054	Sewer Debt Service	442,686	310,000	-	-	302,933	449,753	7,067
060	Water Operations	-	493,030	-	185,616	678,646	-	-
061	Water Debt Service	33,999	140,000	37,999	-	136,000	-	(33,999)
062	Water Capital	126,940	63,000	144,940	-	45,000	-	(126,940)
	<b>TOTAL</b>	<b>2,966,991</b>	<b>3,093,603</b>	<b>205,616</b>	<b>205,616</b>	<b>3,386,932</b>	<b>2,673,662</b>	<b>(293,329)</b>



# Revenue Budget

CODE	ITEM DESCRIPTION	Budget 15/16	Budget 14/15	Est. Actual 14/15	Budget 13/14	Actual 13/14	Budget Variance (C-D)	Budget Variance (C-E)	% Change
A	B	C	D	E		F	G	H	I
	<b>REVENUE TOTAL</b>	<b>3,065,303</b>	<b>3,159,536</b>	<b>2,949,243</b>	<b>3,118,747</b>	<b>3,754,562</b>	<b>(94,233)</b>	<b>116,060</b>	<b>-3%</b>
<b>REVENUE BUDGET SUMMARY BY FUND</b>									
000	General Fund	742,909	773,088	725,378	808,331	784,484	(30,179)	17,531	-4%
000	Measure U Revenue	160,000	-	6,000	-	-	160,000	154,000	
005	Administration Vehicle	4,000	-	3,960	5,000	987	4,000	40	
008	Bldg. Fund	33,100	50,575	28,105	-	2,846	(17,475)	4,995	-53%
020	Gas Tax Fund	76,820	90,010	90,010	103,464	109,540	(13,190)	(13,190)	-17%
026	RSTP Fund	21,000	21,000	21,000	-	46,763	-	-	
024	TDA Fund	108,945	108,609	108,609	117,251	117,477	336	336	0%
026	ISTEA	-	-	-	21,000	-	-	-	
027	Solid Waste	9,500	8,500	6,700	8,500	8,173	1,000	2,800	11%
040	SLESF	100,000	100,000	100,000	100,000	98,562	-	-	0%
044	POST Reimbursement	-	3,000	-	-	-	(3,000)	-	
046	Realignment Grant	7,000	14,817	14,817	-	20,000	(7,817)	(7,817)	-112%
074	Recycling	5,000	-	-	-	5,000	5,000	5,000	
050	Sewer Operations	589,550	628,547	625,359	700,458	734,560	(38,998)	(35,810)	-7%
052	Sewer Capital	170,000	255,571	169,550	185,812	716,804	(85,571)	450	
053	Sewer Assessment	30,950	28,785	31,000	31,750	30,186	2,165	(50)	
054	Sewer Debt Service	310,000	325,000	341,930	323,184	359,385	(15,000)	(31,930)	
060	Water Operations	493,030	534,310	445,689	579,997	508,594	(41,281)	47,340	-8%
061	Water Debt Service	140,000	140,724	167,389	134,000	144,921	(724)	(27,389)	
062	Water Capital	63,000	77,000	62,855	-	66,280	(14,000)	145	
095	Anniversary Fund	500	-	850	-	-	500	(350)	
037	Grant Restr - CDBG Prog.	-	-	42	-	-	-	(42)	

# Revenue Budget

			Budget 15/16	Budget 14/15	Est. Actual 14/15	Budget 13/14	Actual 13/14	Budget Variance (C-D)	Budget Variance (C-E)	% Change
CODE		ITEM DESCRIPTION								
A		B	C	D	E	F	G	H	I	
		REVENUE TOTAL	3,065,303	3,159,536	2,949,243	3,118,747	3,754,562	(94,233)	116,060	-3%
4900	ADM	Interfund Revenue	4,000	-	3,960	5,000	987	4,000	40	
4963	ANN	Anniversary Income	500	-	850	-	-	500	(350)	
4410	BLD	Bldg. Plan - Constr Permits	18,000	30,000	11,200			(12,000)	6,800	(1)
4440	BLD	Bldg. Plan - Plan Check Fee	6,000	19,800	4,200			(13,800)	1,800	(2)
4445	BLD	Bldg. - Administrative Fees	8,000	150	11,400	-	2,846	7,850	(3,400)	1
4460	BLD	Bldg. Plan - Seismic Fees	75	125	85			(50)	(10)	(1)
4462	BLD	Bldg. Standards- SB1473	60	-	60			60	-	
4463	BLD	Bldg. - Continuing Education	125	-	120	-	-	125	5	
4464	BLD	Bldg. - Technology Fee	340	-	340	-	-	340	-	
4465	BLD	Encroachment Permits	500	500	700	-	-	-	(200)	0%
4728	CDBG	Grant Restr - CDBG Prog.		-	42	-	-	-	(42)	
4045	Gas	Tax - (HCAOG) -TDA	108,945	108,609	108,609	117,251	117,477	336	336	0%
4048	Gas	Tax - Gasoline (HUTA)	76,820	90,010	90,010	103,464	109,540	(13,190)	(13,190)	-17%
4712	GAS	RSTP HCAOG Grant	21,000	21,000	21,000	-	46,763	-	-	
4010	GF	Tax - Property Current Sec.	103,500	103,921	102,106	100,235	101,279	(421)	1,394	0%
4011	GF	Tax - Property Current Uns.	3,600	3,600	6,628	3,600	3,716	-	(3,028)	0%
4105	GF	Fees - Recorders Fees		-	-	24,000	-	-	-	
4012	GF	Tax - Property Prior Secured	-	-	-	100	62	-	-	
4013	GF	Tax Property Prior Unsecured	-	-	-			-	-	
4025	GF	Tax - Supplemental Roll	2,200	2,200	646	-	3,396	-	1,554	0%
4026	GF	Tax - Home Owner's Prop.	1,400	1,600	1,454	1,600	1,567	(200)	(54)	-14%
4027	GF	Tax - Prior Years - Supp.	-	-	844	-	778	-	(844)	
4030	GF	Tax - Transient Occupancy Tax	11,000	11,000	11,000	-	11,424	-	-	0%
4035	GF	Tax - Timber Yield	14	12	14	-	16	2	-	14%
4040	GF	Tax - Retail Sales	117,000	129,500	99,200	122,000	100,140	(12,500)	17,800	-11%
4041	GF	Tax - In Lieu Retail Sales - Cour	29,100	43,510	29,148	51,192	43,570	(14,410)	(48)	-50%
4172	GF	Fees - Animal Shelter Animalia	-	-	-	500	-	-	-	
4042	GF	Tax - Measure U	160,000	-	6,000	-	-	160,000	154,000	
4050	GF	Tax - Documentary Real Prop.	4,000	2,300	3,762	2,200	4,350	1,700	238	43%
4056	GF	Tax - Pub. Safety .5% sales	3,100	3,300	1,618	3,200	2,987	(200)	1,482	-6%
4110	GF	Fees - Franchise - Electric	26,200	28,000	28,000	50	27,722	(1,800)	(1,800)	
4115	GF	Fees - Franchise - Gas	5,600	6,300	6,000	6,000	6,277	(700)	(400)	
4120	GF	Fees - Franchise - Garbage	15,000	15,275	15,000	15,000	15,145	(275)	-	-2%
4125	GF	Fees - Franchise - Cable TV	33,000	33,000	33,000	33,000	33,531	-	-	0%
4150	GF	Fees - Bus. License	9,500	8,000	6,500	6,000	11,500	1,500	3,000	16%
4151	GF	Fees - Bus. License CASP	250	200	330	-	285	50	(80)	20%
4162	GF	Fees - Motor Vehicle (VLF)	7,100	7,600	7,088	6,600	7,943	(500)	12	-7%
4163	GF	Fees - In Lieu VLF - County	342,000	340,094	342,088	330,000	340,093	1,906	(88)	1%
4170	GF	Fees - Animal License	1,800	1,000	2,226	800	1,252	800	(426)	44%
4173	GF	Fees - Animal Control/Rel.	1,200	1,200	1,700	500	1,588	-	(500)	0%
4178	GF	Fees - Booking	200	500	61	500	547	(300)	139	-150%
4180	GF	Fees - Notary	100	-	170	-	47	100	(70)	
4183	GF	Fees - Special Police Svc.	1,500	1,500	2,800	1,200	1,712	-	(1,300)	0%
4185	GF	Fees - Street & Sidewalks	-	500	-	300	960	(500)	-	
4186	GF	Fees - Weed & Lot	300	300	-	300	-	-	300	
4195	GF	Fees - Customer Copies	25	25	35	25	85	-	(10)	0%
4197	GF	Fees - Admin Vehicle User Fees		-	-		-	-	-	
4220	GF	Fines.-Animal Control	-	-	-	150	-	-	-	
4230	GF	Fines - Bldg. Code		-	-		-	-	-	
4450	GF	Planning - Miscellaneous Fees		-	-		-	-	-	
4240	GF	Fines - Other		-	-		-	-	-	
4310	GF	Interest Income	100	100	200	100	190	-	(100)	0%
4320	GF	Rental Income - U.S. Cell.	6,370	6,370	6,300	6,000	6,513	-	70	0%
4321	GF	Rental Income - T. Mobile	13,000	11,681	11,700	10,800	13,587	1,319	1,300	10%
4322	GF	Rental Income - Property	-	-	-	4,500	-	-	-	
4410	GF	Bldg. Plan - Constr Permits	-	-	-	28,800	23,951	-	-	
4420	GF	Planning - Zoning Fees	2,500	8,000	1,800	-	5,553	(5,500)	700	-220%
4430	GF	Planning - Subdivison Fee	1,500	1,500	1,500	1,500	-	-	-	
4435	GF	Planning - Home Occup.	300	500	630	750	80	(200)	(330)	-67%

# Revenue Budget

			Budget 15/16	Budget 14/15	Est. Actual 14/15	Budget 13/14	Actual 13/14	Budget Variance (C-D)	Budget Variance (C-E)	% Change
CODE		ITEM DESCRIPTION								
A		B	C	D	E		F	G	H	I
		REVENUE TOTAL	3,065,303	3,159,536	2,949,243	3,118,747	3,754,562	(94,233)	116,060	-3%
4440	GF	Bldg. Plan - Plan Check Fee	-	-	-	5,000	9,898	-	-	
4445	GF	Bldg. - Administrative Fees	-	-	-	-	-	-	-	
4455	GF	Planning - Other	50	-	160	-	-	50	(110)	
4456	GF	Planning-Parks & Rec.	-	-	-	75	-	-	-	
4460	GF	Bldg. Plan - Seismic Fees	-	-	-	75	142	-	-	
4462	GF	Bldg. Standards- SB1473	-	-	-	125	119	-	-	
4463	GF	Bldg. - Continuing Education	-	-	-	-	-	-	-	
4464	GF	Bldg. - Technology Fee	-	-	-	-	-	-	-	
4465	GF	Encroachment Permits	-	-	-	-	500	-	-	
4480	GF	Insurance Premium Reimb.	-	-	50	-	280	-	(50)	
4802	GF	Donations- Bicycle Hlmt.	-	-	500	-	300	-	(500)	
4803	GF	Donations- Misc	-	-	20	-	384	-	(20)	
4950	GF	Misc	400	500	500	1,000	400	(100)	(100)	-25%
4990	GF	Misc - Other	-	-	600	30,554	515	-	(600)	
4991	GF	Misc Income - Suspense	-	-	-	10,000	-	-	-	
4995	GF	Donations	-	-	-	-	100	-	-	
4710	ISTEA	Grant Restr - ISTEA	-	-	-	21,000	-	-	-	
4941	POST	Misc - Post Training & Special	-	3,000	-	-	-	(3,000)	-	
4744	REALI	Grant Rest- Police Realign.	7,000	14,817	14,817	-	20,000	(7,817)	(7,817)	-112%
4746	REC	Grant Restristed-Recycling	5,000	-	-	-	5,000	5,000	5,000	
4630	SE/WA	Late Fee	40,000	38,000	40,800	37,600	42,792	2,000	(800)	5%
4635	SE/WA	Shut Off Fees	12,000	11,866	17,748	10,200	15,100	134	(5,748)	1%
4920	SE/WA	Misc - Special PW	3,800	-	4,800	2,000	5,890	3,800	(1,000)	
4936	SE/WA	Bad Debt Recovery	2,859	2,000	3,131	1,000	2,254	859	(272)	30%
4510	SEW	Sewer - Service	555,000	602,614	586,900	670,458	696,322	(47,614)	(31,900)	-9%
4520	SEW	Sewer - Connection	5,220	-	5,220	4,600	5,220	5,220	-	
4540	SEW	Sewer-Replacement Reserve	170,000	255,571	169,550	185,812	716,804	86,021	450	
4516	SEW	Sewer - Debt Service	310,000	325,000	341,930	323,184	359,385	(16,930)	(31,930)	
4570	SEW	Sewer Assessment	30,950	28,785	31,000	31,750	30,186	(2,215)	(50)	
4650	SEW	Water Capital	63,000	77,000	62,855	-	66,280	(14,000)	145	
4740	SLESF	Grant Restr-Police SLESF	100,000	100,000	100,000	100,000	98,562	-	-	0%
4190	SOL	Fees - Integ. Waste Mgmt.	9,500	8,500	6,700	8,500	8,173	1,000	2,800	11%
4935	Varies	Gain/Loss Dispose Assets	-	-	-	-	54	-	-	
4610	WAT	Water - Service	450,000	501,967	408,900	543,397	466,408	(51,967)	41,100	-12%
4615	WAT	Water - Debt Service	140,000	140,724	167,389	134,000	144,921	(724)	(27,389)	
4620	WAT	Water - Connection	2,700	5,410	3,550	10,800	8,100	(2,710)	(850)	-100%
4640	WAT	Water - Damage Rplcmt.	-	-	-	400	-	-	-	
4640	WAT	Water - Damage Rplcmt.	11,000	1,000	-	-	1,014	10,000	11,000	

## Department of the City Manager

CODE	ITEM DESCRIPTION	Budget 15/16	Budget 14/15	Est. Actual 14/15	Budget 13/14	Actual 13/14	Budget Variance (C-D)	Budget Variance (C-E)	% Change
A	B	C	D	E	F	G	H	I	J
<b>PERSONNEL</b>		<b>207,786</b>	<b>252,740</b>	<b>185,773</b>	<b>198,513</b>	<b>222,986</b>	<b>(44,954)</b>	<b>22,013</b>	<b>-21.6%</b>
5000	Full Time Salaries	151,273	171,281	133,901	110,019	137,720	(20,008)	17,372	-13.2%
	Payroll Taxes and Benefits	56,513	81,459	51,872	88,494	85,266	(24,946)	4,641	-44.1%
<b>OPERATING</b>		<b>76,808</b>	<b>72,986</b>	<b>51,870</b>	<b>115,862</b>	<b>43,858</b>	<b>3,822</b>	<b>24,938</b>	<b>5.0%</b>
5101	Office Supplies	1,500	1,500	1,231	1,496	1,675	-	269	0.0%
5102	Operating Supplies	350	350	397	700	306	-	(47)	0.0%
5103	Postage	250	250	282	250	235	-	(32)	0.0%
5104	Printing - Forms	4,000	3,000	4,062	2,000	3,931	1,000	(62)	25.0%
5106	Promotional	-	-	99	51	-	-	(99)	
5112	Legal	15,000	15,000	4,090	20,000	5,849	-	10,910	0.0%
5115	Contract/Prof. Svcs.	23,000	29,240	12,229	61,420	17,827	(6,240)	10,771	-27.1%
5121	Telephone - Pager	1,760	2,000	1,712	900	1,707	(240)	48	-13.6%
5122	Training - Conference	3,000	2,000	1,973	4,500	1,501	1,000	1,027	33.3%
5123	Automobile - Transportati	4,200	4,200	4,313	6,000	2,169	-	(113)	0.0%
5125	Publications - Books	50	50	28	100	28	-	22	0.0%
5126	Dues & Memberships	1,100	1,100	547	2,500	236	-	553	0.0%
5128	Employee Relations	100	100	100	151	-	-	-	0.0%
5130	Rents - Leases	2,100	3,000	1,866	4,500	920	(900)	234	-42.9%
5131	Records Maintenance	110	100	74	251	103	10	36	9.1%
5135	Maintenance - Repair	700	450	1,083	251	537	250	(383)	35.7%
5138	Office Equipment	500	500	490	500	783	-	10	0.0%
5139	Equipment	500	500	300	10	-	-	200	0.0%
5141	General Liability Ins.	8,538	4,312	8,025	4,167	1,812	4,226	513	49.5%
5143	Property Insurance	1,672	957	1,571	936	420	715	101	42.8%
5144	Emp Practice Liab Ins.	762	318	716	330	102	444	46	58.3%
5148	Office Equipment	-	-	-	201	-	-	-	
5150	Electricity	1,430	586	1,349	651	676	844	81	59.0%
5151	Natural Gas	137	63	129	300	59	74	8	54.0%
5152	Water	50	38	54	-	-	12	(4)	24.0%
5153	Sewer	100	73	99	-	-	27	1	27.0%
5160	Electrctions			1,003					
5162	Medical	-	-	-	-	2	-	-	
5166	LAFCO Fees	1,500	-	1,429		1,245	1,500	71	
5171	Computer Software	500	500	200	500	-	-	300	0.0%
5173	Computer Maint.-Supp.	2,379	1,769	2,294	1,100	1,248	610	85	25.6%
5174	Web Design Services	300	30	125	500	24	270	175	90.0%
5215	Small Tools - PW	-	-	-	100	-	-	-	
5514	Engineering	1,000	1,000	-	-	272	-	1,000	0.0%
5520	Improvements	220	-	-	-	191	220	220	
6100	Computer Hrdware (FA)	-	-	-	1,497	-	-	-	
<b>TOTAL EXPENDITURES CM Dept.</b>		<b>284,594</b>	<b>325,726</b>	<b>237,643</b>	<b>314,375</b>	<b>266,844</b>	<b>(41,132)</b>	<b>46,952</b>	<b>-14.5%</b>
<b>SOURCES</b>									
000	General Fund	56,919	92,546	47,529	98,241	62,760	(35,627)	9,390	-62.6%
020	Gas Tax Fund	14,230	7,212	5,941	15,015	4,010	7,018	8,289	49.3%
024	TDA Fund	14,230	7,282	5,941	7,980	6,447	6,948	8,289	48.8%
050	Sewer Operations Fund	71,149	45,094	35,646	108,202	105,689	26,055	35,502	36.6%
060	Water Operations Fund	128,067	173,592	142,586	84,937	87,938	(45,525)	(14,518)	-35.5%

# City Council

CODE	ITEM DESCRIPTION	Budget 15/16	Budget 14/15	Est. Actual 14/15	Budget 13/14	Actual 13/14	Budget Variance (C-D)	Budget Variance (C-E)	% Change
A	B	C	D	E	F	G	H	I	J
<b>OPERATING</b>		<b>13,298</b>	<b>11,512</b>	<b>13,525</b>	<b>31,695</b>	<b>20,178</b>	<b>1,786</b>	<b>(227)</b>	<b>13%</b>
5101	Office Supplies	-	-	14	-	-	-	(14)	-
5102	Operating Supplies	-	-	23	51	-	-	(23)	-
5103	Postage	110	-	135	-	-	110	(25)	-
5104	Printing - Forms	837	-	675	51	-	837	162	-
5106	Promotional	-	-	-	5,000	4,128	-	-	-
5112	Legal	500	502	2,070	1,000	-	(2)	(1,570)	0%
5115	Contract/Professional Svcs.	-	-	-	7,059	788	-	-	-
5122	Training - Conference	3,000	2,000	2,036	-	663	1,000	964	33%
5123	Automobile - Transportation	2,000	1,502	1,564	-	1,409	-	436	25%
5125	Publications-Books	-	-	115	-	-	-	-	-
5126	Dues & Memberships	2,751	2,751	2,743	2,751	2,578	-	8	0%
5129	Meeting	-	-	-	2,100	-	-	-	-
5135	Maintenance - Repair	-	502	-	-	947	(502)	-	-
5138	Office Equipment	-	-	-	2,892	2,890	-	-	-
5141	General Liability Insurance	-	710	-	1,302	-	(710)	-	-
5143	Property Insurance	-	157	-	294	-	(157)	-	-
5174	Web Design Services	100	-	75	-	-	100	25	-
5450	Miscellaneous Expense	-	-	-	6,250	6,250	-	-	-
5540	Mayor Woodall	-	-	-	251	-	-	-	-
5541	Gordon Johnson	-	-	-	251	525	-	-	-
5560	Council Member Marks	-	-	-	251	-	-	-	-
5563	Council Member Thompson	-	-	-	1,096	-	-	-	-
5564	Council Member Wilson	-	-	-	1,096	-	-	-	-
5900	Special Item (RDFD/RDLib)	4,000	3,388	4,075	-	-	612	(75)	15%
<b>TOTALEXPENDITURES City Council</b>		<b>13,298</b>	<b>11,512</b>	<b>13,585</b>	<b>31,695</b>	<b>20,178</b>	<b>1,786</b>	<b>(287)</b>	<b>13%</b>
<b>SOURCES</b>									
000	General Fund	7,161	6,720	7,348	17,019	19,763	441	(186)	6%
020	Gas Tax Fund	232	183	236	1,101	8	49	(4)	21%
024	TDA Fund	232	183	236	550	13	49	(4)	21%
050	Sewer Operations Fund	2,836	2,213	2,882	7,338	210	623	(46)	22%
060	Water Operations Fund	2,836	2,213	2,882	5,687	184	623	(46)	22%

# Department of Finance

CODE	ITEM DESCRIPTION	Budget 15/16	Budget 14/15	Est. Actual 14/15	Budget 13/14	Actual 13/14	Budget Variance (C-D)	Budget Variance (C-E)	% Change
A	B	C	D	E	F	G	H	I	J
<b>PERSONNEL</b>		<b>266,506</b>	<b>259,714</b>	<b>250,273</b>	<b>247,283</b>	<b>211,394</b>	<b>6,792</b>	<b>16,233</b>	<b>3%</b>
5000	Full Time Salaries	185,654	179,006	167,401	172,212	148,874	6,648	18,253	4%
5030	Overtime Salaries	-	-	5	2,000	1,015	-	(5)	
--	Payroll Taxes and Benefits	80,852	80,708	82,867	73,071	61,505	144	(2,015)	0%
<b>OPERATING</b>		<b>97,213</b>	<b>98,526</b>	<b>92,944</b>	<b>100,148</b>	<b>96,534</b>	<b>(1,313)</b>	<b>4,269</b>	<b>-1%</b>
5101	Office Supplies	3,610	3,610	3,328	3,500	3,046	-	282	0%
5102	Operating Supplies	800	800	341	1,500	787	-	459	0%
5103	Postage	4,050	6,974	2,842	5,526	4,054	(2,924)	1,208	-72%
5104	Printing - Forms	3,301	3,301	2,227	2,000	3,825	-	1,074	0%
5105	Advertising	-	-	-	-	2,937	-	-	
5106	Promotional	-	-	80	-	-	-	(80)	
5110	Accounting	30,000	28,800	38,430	36,790	36,970	1,200	(8,430)	4%
5112	Legal	400	400	807	1,000	252	-	(407)	0%
5115	Contract/Professional Services	750	400	339	500	833	350	411	47%
5116	Bank Fees	2,200	2,092	1,933	2,000	2,117	108	267	5%
5121	Telephone - Pager	2,200	2,238	1,567	1,530	1,330	(38)	633	-2%
5122	Training - Conference	4,501	4,501	2,936	4,500	2,402	-	1,565	0%
5123	Automobile - Transportation	1,301	1,301	1,038	1,300	3,950	-	263	0%
5125	Publications - Books	94	94	28	200	34	-	66	0%
5126	Dues & Memberships	125	125	143	151	126	-	(18)	0%
5130	Rents - Leases	2,500	3,101	1,762	100	2,549	(601)	738	-24%
5131	Records Maintenance	600	525	612	3,000	630	75	(12)	13%
5135	Maintenance - Repair	1,951	1,951	1,091	1,800	1,395	-	860	0%
5138	Office Equipment	8,200	3,200	3,200	3,000	2,582	5,000	5,000	61%
5139	Equipment	-	-	-	100	-	-	-	
5141	General Liability Insurance	8,480	11,408	7,971	10,938	4,794	(2,928)	509	-35%
5143	Property Insurance	1,660	2,531	1,566	2,460	1,112	(871)	94	-52%
5144	Emp Practice Liab Insurance	756	841	721	907	270	(85)	35	-11%
5150	Electricity	1,421	1,572	1,340	1,500	1,788	(151)	81	-11%
5151	Natural Gas	137	170	129	151	155	(33)	8	-24%
5152	Water	110	87	124	-	-	23	(14)	21%
5153	Sewer	216	165	223	-	-	51	(7)	24%
5162	Medical	-	-	-	-	100	-	-	
5163	Property Tax Admin Fees	3,000	3,000	2,850	3,000	2,777	-	150	0%
5171	Computer Software	200	170	50	500	68	30	150	15%
5172	Computer Training	-	-	-	3,000	75	-	-	
5173	Computer Maintenance - Support	14,500	15,023	15,212	8,999	14,998	(523)	(712)	-4%
5174	Web Design Services	150	146	54	196	73	4	96	3%
5520	Improvements	-	-	-	-	505	-	-	
<b>TOTAL EXPENDITURES Finance Dept.</b>		<b>363,719</b>	<b>358,240</b>	<b>343,217</b>	<b>347,431</b>	<b>307,928</b>	<b>5,479</b>	<b>20,502</b>	<b>2%</b>
<b>SOURCES</b>									
000	General Fund	72,744	76,747	51,483	69,430	64,620	(4,003)	21,261	-6%
020	Gas Tax Fund	7,274	4,802	8,580	21,098	4,511	2,472	(1,306)	34%
024	TDA Fund	7,274	4,802	8,580	10,451	7,450	2,472	(1,306)	34%
050	Sewer Operations Fund	138,213	136,333	137,287	138,972	123,262	1,880	926	1%
060	Water Operations Fund	138,213	135,556	137,287	107,480	108,085	2,657	926	2%

# Police Department

CODE	ITEM DESCRIPTION	Budget 15/16	Budget 14/15	Est. Actual 14/15	Budget 13/14	Actual 13/14	Budget Variance (C-D)	Budget Variance (C-E)	% Change
A	B	C	D	E	F	G	H	I	J
<b>PERSONNEL</b>		<b>499,745</b>	<b>498,442</b>	<b>516,749</b>	<b>458,422</b>	<b>501,070</b>	<b>1,303</b>	<b>(17,004)</b>	<b>0.3%</b>
5000	Full Time Salaries	279,238	289,554	290,788	278,897	302,774	(10,316)	(11,550)	-3.7%
5030	Overtime/Standby Salaries	22,541	8,112	12,216	8,000	11,087	14,429	10,325	64.0%
--	Payroll Taxes and Benefits	197,966	200,776	203,745	171,525	187,209	(2,810)	(5,779)	-1.4%
<b>OPERATING</b>		<b>124,097</b>	<b>119,848</b>	<b>123,360</b>	<b>116,805</b>	<b>91,791</b>	<b>4,249</b>	<b>737</b>	<b>3.4%</b>
5101	Office Supplies	1,000	1,000	460	1,200	880	-	540	0.0%
5102	Operating Supplies	2,500	2,500	1,629	3,200	2,740	-	871	0.0%
5103	Postage	600	665	603	1,000	790	(65)	(3)	-10.8%
5104	Printing - Forms	1,000	463	853	800	303	537	147	53.7%
5105	Advertising	50	50	-	50	40	-	50	0.0%
5106	Promotional	50	50	103	50	-	-	(53)	0.0%
5112	Legal	1,000	1,000	1,453	1,500	1,506	-	(453)	0.0%
5115	Contract/Professional Svc.	3,000	3,000	1,639	3,000	3,680	-	1,361	0.0%
5117	Animal Control	6,500	6,500	4,368	5,000	8,882	-	2,132	0.0%
5119	Safety Supplies & Equip.	1,239	1,239	1,471	-	-	-	(232)	0.0%
5121	Telephone - Pager	7,610	7,000	7,546	7,000	7,798	610	64	8.0%
5122	Training - Conference	4,400	-	1,386	2,000	(2,931)	4,400	3,014	
5123	Auto - Transportation	500	500	563	1,000	193	-	(63)	0%
5125	Publications - Books	500	500	42	500	2,226	-	458	0.0%
5126	Dues & Memberships	1,800	1,800	1,941	2,000	1,638	-	(141)	0.0%
5128	Employee Relations	250	250	1,955	2,550	-	-	(1,705)	0.0%
5130	Rents - Leases	2,500	2,500	1,955	2,000	2,521	-	545	0.0%
5131	Records Maintenance	500	350	416	-	242	150	84	30.0%
5135	Maintenance - Repair	5,523	5,523	4,663	2,000	1,963	-	860	0.0%
5138	Office Equipment	2,100	2,100	3,013	2,200	28	-	(913)	0.0%
5139	Equipment	7,025	13,658	16,944	5,450	4,052	(6,633)	(9,919)	-94.4%
5141	General Liability Ins.	12,865	14,301	12,093	13,543	6,009	(1,436)	772	-11.2%
5143	Property Insurance	2,519	3,172	2,368	3,045	1,394	(653)	151	-25.9%
5144	Employee Practice Liab Ins.	1,147	1,106	1,113	1,114	339	41	34	3.6%
5150	Electricity	2,412	2,000	2,276	0	2,482	412	136	17.1%
5151	Natural Gas	207	200	195	0	194	7	12	3.4%
5152	Water	180	147	204	-	-	33	(24)	18.3%
5153	Sewer	370	274	369	-	-	96	1	25.9%
5154	Garbage	-	200	-	-	166	(200)	-	
5162	Medical	3,000	3,000	3,301	6,000	1,425	-	(301)	0.0%
5171	Computer Software	500	500	455	1,500	378	-	45	0.0%
5173	Computer Maint.-Support	6,500	7,950	7,581	3,200	5,069	(1,450)	(1,081)	-22.3%
5174	Web Design Services	200	100	82	100	89	100	118	50.0%
5192	Code Enforcement	1,000	1,000	521	3,000	20	-	479	0.0%
5193	Nuis. Abatement-Vehicle	1,250	1,250	450	2,500	80	-	800	0.0%
5212	Gas & Oil	13,400	13,000	13,142	15,000	15,712	400	258	3.0%
5213	Vehicle Repair	4,000	2,500	8,165	4,000	3,443	1,500	(4,165)	37.5%
5215	Public Works - Small Tools	-	-	-	0	30	-	-	
5305	Booking Fees Due	-	-	-	1,500	(3,439)	-	-	
5308	Dispatch Service Due	24,900	18,500	18,042	18,503	18,504	6,400	6,858	25.7%
5520	Improvements	-	-	-	-	634	-	-	
6100	Comp. Hardware (FA)	-	-	-	1,300	2,711	-	-	
<b>TOTAL EXPENDITURES Police Dept.</b>		<b>623,842</b>	<b>618,290</b>	<b>640,109</b>	<b>575,227</b>	<b>592,861</b>	<b>5,552</b>	<b>(16,267)</b>	<b>0.9%</b>
<b>SOURCES</b>									
000	REVENUES General Fund	4,700	4,200	6,787	3,150	5,099	500	(2,087)	10.6%
000	General Fund	509,407	494,090	498,505	471,822	583,254	18,052	(6,363)	2
040	REVENUE SLESF	100,000	100,000	100,000	100,000	4,508	-	-	0.0%
043	Nuisance Abatement	-	-	-	255	-	-	-	
046	REVENUE Realign. Grant	7,000	20,000	14,817	-	-	-	-	
046	RESERVES Realign. Grant	2,735	-	20,000	-	-	(13,000)	(7,817)	-185.7%

## Administration Vehicle (005)

A	B	C	D	E		F	G	H	I
CODE	ITEM DESCRIPTION	Budget 15/16	Budget 14/15	Est. Actual 14/15	Budget 13/14	Actual 13/14	Budget Variance (C-D)	Budget Variance (C-E)	% Change
<b>EXPENDITURES</b>									
		<b>1,200</b>	<b>-</b>	<b>558</b>	<b>5,000</b>	<b>296</b>	<b>1,200</b>	<b>642</b>	
5135	Maintenance - Repair	500	0.00	181	-	37	500	319	
5212	Gas & Oil	700	0.00	377	5,000	259	700	323	
<b>TOTAL</b>									
		<b>1,200</b>	<b>-</b>	<b>558</b>	<b>5,000</b>	<b>296</b>	<b>1,200</b>	<b>642</b>	
<b>SOURCES</b>									
005	REVENUE Admin Fund	4,000	-	3,600	-	-	4,000	400	



## Solid Waste (027)

CODE	ITEM DESCRIPTION	Budget 15/16	Budget 14/15	Est. Actual 14/15	Budget 13/14	Actual 13/14	Budget Variance (C-D)	Budget Variance (C-E)	% Change
A	B	C	D	E		F	G	H	I
<b>PERSONNEL</b>									
		<b>2,770</b>	<b>3,115</b>	<b>2,555</b>	<b>1,630</b>	<b>1,760</b>	<b>(345)</b>	<b>215</b>	<b>-12%</b>
5000	Full Time Salaries	2,055	2,055	2,055	1,630	1,368	-	0	0%
5030	Overtime Salaries	-	-	-	-	-	-	-	
--	Payroll Taxes and Benefits	715	1,060	500	-	392	(345)	215	-48%
<b>OPERATING</b>									
		<b>8,084</b>	<b>6,385</b>	<b>9,854</b>	<b>6,970</b>	<b>1,259</b>	<b>1,699</b>	<b>(1,770)</b>	<b>21%</b>
5101	Office Supplies	17	17	20	164	6	-	(3)	0%
5102	Operating Supplies	50	50	9	820	14	-	41	0%
5103	Postage	23	-	40	410	6	23	(17)	
5104	Printing - Forms	-	-	63	164	5	-	(63)	
5105	Advertising	-	50	-	246	168	(50)	-	
5106	Promotional	-	-	3	205	-	-	(3)	
5112	Legal	-	-	1,383		10	-	(1,383)	
5115	Contract Professional Svc.	7,000	5,000	7,009	3,010	135	2,000	(9)	29%
5121	Telephone - Pager			6					
5123	Auto - Transportation	-		2	82	-			
5125	Publications - Books	-	-	2	-	1	-	(2)	
5130	Rents & Leases	-	110	65	-	63	(110)	(65)	
5131	Records Maintenance	-	-	-	-	4	-	-	
5135	Maintenance - Repair	-	56	270	-	40	(56)	(270)	
5138	Office Equipment	-	-	-	-	1	-	-	
5141	General Liability Ins.	234	-	220	427	138	234	14	
5143	Property Insurance	46	-	43	96	32	46	3	
5144	Emp Practice Liab Insurance	21	-	20	34	8	21	1	
5150	Electricity	39	-	38	123	55	39	1	
5151	Gas	4							
5154	Garbage	650	1,102	640	1,148	542	(452)	10	-70%
5173	Computer Maint. - Support	-	-	19	-	14	-	(19)	
5174	Web Design Services	-	-	2	41	2	-	(2)	
5520	Improvements	-	-	-	-	15	-	-	
<b>TOTAL EXPENDITURES Solid Waste</b>									
		<b>10,854</b>	<b>9,500</b>	<b>12,409</b>	<b>8,600</b>	<b>3,019</b>	<b>1,354</b>	<b>(1,555)</b>	<b>12%</b>
<b>SOURCES</b>									
075	REVENUES Solid Waste	9,500	8,500	6,700	8,500	8,173	1,000	2,800	11%
	RESERVES Solid Waste Fund	1,354	1,000	5,709	100	(5,141)	354	(4,355)	26%

# Building Department

CODE	ITEM DESCRIPTION	Budget 15/16	Budget 14/15	Est. Actual 14/15	Budget 13/14	Actual 13/14	Budget Variance (C-D)	Budget Variance (C-E)	% Change
A	B	C	D	E	F	G	H	I	J
<b>PERSONNEL</b>									
		<b>32,776</b>	<b>60,445</b>	<b>54,614</b>	<b>24,676</b>	<b>27,372</b>	<b>(27,669)</b>	<b>(21,838)</b>	<b>(1)</b>
5000	Full Time Salaries	22,153	39,319	35,149	14,654	16,712	(17,166)	(12,996)	(1)
--	Payroll Taxes and Benefits	10,623	21,126	19,465	10,022	10,660	(10,503)	(8,842)	(1)
<b>OPERATING</b>									
		<b>14,082</b>	<b>14,737</b>	<b>19,576</b>	<b>29,801</b>	<b>31,969</b>	<b>(655)</b>	<b>(5,494)</b>	<b>-5%</b>
5101	Office Supplies	400	150	558	80	56	250	(158)	63%
5102	Operating Supplies	200	633	75	50	243	(433)	125	-217%
5103	Postage	40	40	52	50	32	-	(12)	0%
5104	Printing - Forms	140	100	122	200	273	40	18	29%
5106	Promotional	-	-	19	-	-	-	(19)	
5112	Legal	500	700	16	1,000	1,363	(200)	484	-40%
5115	Contract/Professional Svcs.	2,000	5,000	6,752	24,000	24,139	(3,000)	(4,752)	-150%
5121	Telephone - Pager	280	300	243	128	37	(20)	37	-7%
5122	Training - Conference	3,000	3,000	3,498	-	1,708	-	(498)	0%
5123	Automobile - Transportation	1,000	1,000	1,431	-	810	-	(431)	0%
5125	Publications - Books	500	500	824	1,000	2	-	(324)	0%
5126	Dues & Memberships	250	250	255	500	525	-	(5)	0%
5128	Employee Relations	25	25	-	-	-	-	25	0%
5130	Rents - Leases	700	150	674	300	171	550	26	79%
5131	Records Maintenance	115	60	119		102	55	(4)	48%
5135	Maintenance - Repair	500	400	1,652	50	1,595	100	(1,152)	20%
5138	Office Equipment	500	500	-	-	1	-	500	0%
5139	Equipment	-	-	-	-	-	-	-	
5141	General Liability Insurance	1,989	710	1,869	1,302	298	1,279	120	64%
5143	Property Insurance	389	-	366	293	69	389	23	
5144	Employee Practice Liab Ins.	178	-	167	124	17	178	11	
5150	Electricity	341	125	321	300	111	216	20	63%
5151	Natural Gas	25	50	27	50	10	(25)	(2)	-100%
5152	Water	40	33	45	-	-	7	(5)	18%
5153	Sewer	80	61	81	-	-	19	(1)	24%
5164	Regulatory Fees	250	250	136	50	185	-	114	0%
5166	Regulatory Fees	-	-	-	-	-	-	-	
5167	Seismic Fees	200	200	140	200	152	-	60	0%
5171	Computer Software	100	100	2	25	-	-	98	0%
5173	Computer Maint.-Support	140	200	119	99	28	(60)	21	-43%
5174	Web Design Services	200	200	13	-	4	-	187	0%
5215	Public Works - Small Tools	-	-	-	-	7	-	-	
5520	Improvements	-	-	-	-	31	-	-	
<b>TOTAL EXPENDITURES Bldg. Dept.</b>		<b>46,858</b>	<b>75,182</b>	<b>74,190</b>	<b>54,477</b>	<b>59,341</b>	<b>(28,324)</b>	<b>(27,332)</b>	<b>-60%</b>
<b>SOURCES</b>									
008	REVENUE Building Fund	33,100	50,075	27,500	-	2,846	(16,975)	5,600	-51%
000	SUBSIDY General Fund	13,758	28,467	28,467					
000	SUBSIDY General Fund		(3,360)	18,223	54,477	56,495	17,118	(4,465)	124%

# Planning Department

CODE	ITEM DESCRIPTION	Budget 15/16	Budget 14/15	Est. Actual 14/15	Budget 13/14	Actual 13/14	Budget Variance (C-D)	Budget Variance (C-E)	% Change
A	B	C	D	E	F	F	G	H	I
<b>PERSONNEL</b>									
5000	Full Time Salaries	49,343	95,503	84,006	122,633	120,034	(46,160)	(34,663)	(0.94)
--	Payroll Taxes and Benefits	35,210	64,592	57,307	91,780	89,092	(29,382)	(22,097)	(1)
		14,133	30,911	26,699	30,853	30,942	(16,778)	(12,566)	(1)
<b>OPERATING</b>									
		15,757	19,117	9,101	24,031	12,669	(3,360)	6,656	-21%
5101	Office Supplies	350	350	670	400	336	-	(320)	0%
5102	Operating Supplies	150	150	77	300	147	-	73	0%
5103	Postage	300	300	213	600	428	-	87	0%
5104	Printing - Forms	1,670	1,250	1,461	250	2,896	420	209	25%
5106	Promotional	-	-	23	-	-	-	(23)	
5112	Legal	1,000	1,000	463	3,000	363	-	537	0%
5115	Contract/Professional Svcs.	300	300	82	1,000	52	-	218	0%
5121	Telephone - Pager	975	975	646	826	962	-	329	0%
5122	Training - Conference	750	750	70	1,500	851	-	680	0%
5123	Automobile - Transportation	1,250	1,250	11	1,750	606	-	1,239	0%
5125	Publications - Books	100	100	36	250	110	-	64	0%
5126	Dues & Memberships	350	350	228	300	178	-	122	0%
5128	Employee Relations	25	25	-	50	-	-	25	0%
5130	Rents - Leases	800	800	596	700	771	-	204	0%
5131	Records Maintenance	100	100	62	-	93	-	38	0%
5135	Maintenance - Repair	400	400	268	500	881	-	132	0%
5138	Office Equipment	500	500	-	100	7	-	500	0%
5141	General Liability Insurance	2,047	3,548	1,924	3,646	1,491	(1,501)	123	-73%
5143	Property Insurance	401	787	377	820	346	(386)	24	-96%
5144	Employee Practice Liab Ins.	183	261	172	289	84	(78)	11	-43%
5150	Electricity	343	600	285	560	556	(257)	58	-75%
5151	Natural Gas	33	100	27	90	48	(67)	6	-203%
5152	Water	30	16	22	-	-	14	8	47%
5153	Sewer	50	30	40	-	-	20	10	40%
5164	Regulatory Fees	2,000	2,000	100	4,000	50	-	1,900	0%
5166	Regulatory Fees	-	1,700	-	1,700	-	(1,700)	-	
5167	Seismic Fees	-	-	-	-	-	-	-	
5171	Computer Software	200	200	200	900	474	-	-	0%
5173	Computer Maint.-Support	1,050	875	1,022	250	762	175	28	17%
5174	Web Design Services	400	400	13	250	20	-	387	0%
5512	Planning			13					
5520	Improvements	-	-	-	-	157	-	-	
<b>TOTAL EXPENDITURES Planning Dept.</b>		<b>65,100</b>	<b>114,620</b>	<b>93,107</b>	<b>146,664</b>	<b>132,703</b>	<b>(49,520)</b>	<b>(28,007)</b>	<b>-76%</b>
<b>SOURCES</b>									
000	REVENUES Planning	4,350	10,000	6,000	4,090	15,531	(5,650)	(1,650)	-130%
000	General Fund	60,750	104,620	87,107	142,574	117,172	(43,870)	(26,357)	-72%

## Buildings and Grounds

CODE	ITEM DESCRIPTION	Budget 15/16	Budget 14/15	Est. Actual 14/15	Budget 13/14	Actual 13/14	Budget Variance (C-D)	Budget Variance (C-E)	% Change
A	B	C	D	E	F	F	G	H	I
<b>PERSONNEL</b>									
		<b>55,333</b>	<b>46,110</b>	<b>53,718</b>	-	-	<b>9,223</b>	<b>1,615</b>	<b>0.17</b>
5000	Full Time Salaries	32,519	26,866	30,171	-	-	5,653	2,348	0.17
5030	Overtime Salaries	1,684	1,612	587	-	-	72	1,097	0.04
--	Payroll Taxes and Benefits	21,130	17,632	22,960	-	-	577	(1,830)	0.17
<b>OPERATING</b>									
		<b>14,803</b>	<b>12,483</b>	<b>14,313</b>	-	-	<b>2,320</b>	<b>490</b>	<b>16%</b>
5101	Office Supplies	-	-	124	-	-	-	(124)	
5102	Operating Supplies	365	151	314	-	-	214	51	59%
5103	Postage	15	-	24	-	-	15	(10)	
5104	Printing - Forms	68	-	62	-	-	68	6	
5106	Promotional	30	-	25	-	-	30	5	
5107	Memorial Park Expense	1,100	1,300	589	-	-	(200)	511	-18%
5115	Contract Services			106					
5119	Safety Supplies & Equipment	151	151	56	-	-	-	95	0%
5121	Telephone - Pager	1,222	-	1,040	-	-	1,222	182	
5122	Training - Conference			6					
5123	Automobile - Transportation			14					
5125	Publications - Books	10	-	8	-	-	10	2	
5126	Dues & Memberships	6	-	5	-	-	6	1	
5130	Rents - Leases	423	-	408	-	-	423	15	
5131	Records Maintenance	6	-	5	-	-	6	1	
5135	Maintenance - Repair	1,557	-	1,361	-	-	1,557	196	
5136	Parks Maintenance - Repair	2,026	4,251	1,635	-	-	(2,225)	391	-110%
5139	Equipment	800	800	293	-	-	-	507	0%
5141	General Liability Insurance	2,632	-	2,474	-	-	2,632	158	
5143	Property Insurance	515	-	484	-	-	515	31	
5144	Employee Practice Liability Ins.	235	-	221	-	-	235	14	
5150	Electricity	939	-	668	-	-	939	271	
5151	Natural Gas	43	-	35	-	-	43	8	
5152	Water	500	1,728	1,912	-	-	(1,228)	(1,412)	-246%
5173	Computer Maint.-Support	152	-	139	-	-	152	13	
5174	Web Design Services	20	-	16	-	-	20	4	
5212	Gas & Oil	500	1,500	548	-	-	(1,000)	(48)	-200%
5215	Public Works - Small Tools	186	1,000	821	-	-	(814)	(635)	-438%
5227	Public Works - Equip. Repair	800	851	646	-	-	(51)	154	-6%
5229	Public Works - Equip. Rental	500	751	274	-	-	(251)	226	-50%
<b>TOTALEXPENDITURES Bldg. &amp; Grounds</b>		<b>70,136</b>	<b>58,593</b>	<b>68,031</b>	-	-	<b>11,543</b>	<b>2,105</b>	<b>16%</b>
<b>SOURCES</b>									
000	General Fund	42,081	35,156	40,819	-	-	6,926	1,263	16%
008	Building Fund	3,507	5,859	6,803	-	-	(2,353)	(3,296)	-67%
020	Gas Tax Fund	3,507	2,930	3,402	-	-	577	105	16%
024	TDA Fund	3,507	2,930	3,402	-	-		105	16%
050	Sewer Operations Fund	8,767	5,859	6,803	-	-	2,908	1,964	33%
060	Water Operations Fund	8,767	5,859	6,803	-	-	2,908	1,964	33%

# Streets Department

CODE	ITEM DESCRIPTION	Budget 15/16	Budget 14/15	Est. Actual 14/15	Budget 13/14	Actual 13/14	Budget Variance (C-D)	Budget Variance (C-E)	% Change
A	B	C	D	E	F	G	H	I	J
<b>PERSONNEL</b>		<b>102,824</b>	<b>134,605</b>	<b>129,129</b>	<b>86,314</b>	<b>116,481</b>	<b>(31,781)</b>	<b>(26,305)</b>	<b>-31%</b>
5000	Full Time Salaries	60,393	82,525	81,372	61,724	85,922	(22,132)	(20,979)	-37%
5030	Overtime Salaries	3,127	3,004	845	975	547	84	2,282	4%
--	Payroll Taxes and Benefits	39,303	49,076	46,912	23,615	30,012	(9,773)	(7,609)	-25%
<b>OPERATING</b>		<b>126,967</b>	<b>129,936</b>	<b>100,351</b>	<b>112,663</b>	<b>107,010</b>	<b>(2,969)</b>	<b>26,616</b>	<b>-2%</b>
5101	Office Supplies	300	90	261	300	100	210	39	70%
5102	Operating Supplies	1,050	930	942	1000	877	120	108	11%
5103	Postage	20	26	28	51	46	(6)	(8)	-30%
5104	Printing - Forms	160	28	135	51	32	132	25	83%
5105	Advertising	-	188	-	51	150	(188)	-	
5106	Promotional	-	-	26	-	-	-	(26)	
5107	Memorial Park Expense	-	-	-	2500	1,410	-	-	
5108	Streets	18,000	14,025	5,836	15000	9,561	3,975	12,164	22%
5109	Chemicals	-	-	-	0	337	-	-	
5112	Legal	1,200	1,373	42	251	1,243	(173)	1,158	-14%
5115	Contract/Professional Svcs.	47,479	47,276	46,833	3000	53,514	203	646	0%
5119	Safety Supplies & Equipment	175	173	39	2500	147	2	136	1%
5121	Telephone	2,350	1,068	2,322	1200	1,013	1,282	28	55%
5122	Training - Conference	250	-	229	1500	-	250	21	
5123	Auto/Transportation - PW	150	151	18	100	121	(1)	132	-1%
5125	Publications - Books	10	10	11	100	8	-	(1)	0%
5126	Dues & Memberships	100	155	68	200	124	(55)	32	-55%
5127	License	10	10	10	-	8	-	-	0%
5128	Employee Relations	-	-	-	19	-	-	-	
5130	Rents - Leases	710	493	713	1500	477	217	(3)	31%
5131	Records Maintenance	40	46	29	-	39	(6)	11	-15%
5135	Maintenance - Repair	6,300	1,934	658	3500	1,666	4,366	5,642	69%
5136	Parks Maintenance-Repair	-	-	-	2500	-	-	-	
5138	Office Equipment - P.W.	130	39	107	100	31	91	23	70%
5139	Equipment	1,200	1,476	111	3500	1,329	(276)	1,089	-23%
5141	General Liability Insurance	3,255	2,347	3,059	2167	1,078	908	196	28%
5143	Property Insurance	637	739	599	486	250	(102)	38	-16%
5144	Employee Practice Liability Ins.	290	173	272	171	61	117	18	40%
5148	Office Equipment	-	33	-	-	26	(33)	-	
5150	Electricity	25,889	25,000	24,211	25000	26,407	889	1,678	3%
5151	Natural Gas	122	38	46	500	35	-	76	69%
5152	Water	4,100	3,881	3,521	-	-	219	579	5%
5154	Garbage	-	64	-	60	51	(64)	-	
5162	Medical	30	30	28	151	27	-	2	0%
5164	Regulatory Fees	90	90	33	1000	72	-	57	0%
5165	Property Tax Assessment	-	-	-	36	-	-	-	
5171	Computer Software	75	75	-	151	60	-	75	0%
5173	Computer Maint.-Support	165	79	162	251	105	86	3	52%
5174	Web Design Services	40	18	21	10	14	22	19	55%
5175	Community Promotions	-	-	-	10	-	-	-	
5212	Gas & Oil	4,350	1,508	4,121	2500	1,986	2,842	229	65%
5213	Vehicle Repair	1,800	1,861	1,395	2000	1,670	(61)	405	-3%
5215	Public Works - Small Tools	780	781	412	2000	820	(1)	368	0%
5217	License	10	10	10	-	8	-	-	0%
5227	Public Works - Equip. Repair	700	718	727	1000	757	(18)	(27)	-3%
5229	Public Works - Equip. Rental	-	-	136	251	-	-	(136)	
5514	Engineering	5,000	23,000	3,180	35,000	1,236	(18,000)	1,820	-360%
5520	Improvements	-	-	-	996	114	-	-	
<b>TOTAL EXPENDITURES Streets Dept.</b>		<b>229,791</b>	<b>264,541</b>	<b>229,480</b>	<b>198,977</b>	<b>223,491</b>	<b>(34,750)</b>	<b>311</b>	<b>-15%</b>
<b>TOTAL EXPENDITURES Others Dept.</b>		<b>60,252</b>	<b>41,663</b>	<b>30,500</b>	<b>56,195</b>	<b>35,720</b>	<b>18,589</b>	<b>29,752</b>	<b>31%</b>
<b>SOURCES</b>									
020	REVENUE Gas Tax Fund	76,820	90,010	90,010	103,464	109,540	(13,190)	(13,190)	-17%
024	REVENUE TDA Fund	108,945	108,609	108,609	56,195	117,477	336	336	0%
024	REVENUE RSTP Funds	21,000	20,000	21,000	-	46,763	1,000	-	5%
<b>RESERVES Gas Tax Fund</b>		<b>83,278</b>	<b>87,585</b>	<b>40,361</b>	<b>95,513</b>	<b>(14,569)</b>	<b>(4,307)</b>	<b>42,917</b>	<b>-5%</b>

# Wastewater Department

CODE	ITEM DESCRIPTION	Budget 15/16	Budget 14/15	Est. Actual 14/15	Budget 13/14	Actual 13/14	Budget Variance (C-D)	Budget Variance (C- E)	% Change
A	B	C	D	F	E	G	H	I	J
<b>PERSONNEL</b>									
		<b>147,193</b>	<b>145,411</b>	<b>159,819</b>	<b>172,955</b>	<b>156,446</b>	<b>1,782</b>	<b>(12,626)</b>	<b>1%</b>
5000	Full Time Salaries	86,013	82,405	93,442	115,024	92,825	3,608	25,571	4%
5030	Overtime Salaries	1,443	1,099	2,866	3,675	2,103	344	(613)	24%
--	Payroll Taxes and Benefits	59,737	61,907	63,511	54,256	61,518	(2,170)	16,240	-4%
<b>OPERATING</b>									
		<b>314,505</b>	<b>258,459</b>	<b>272,452</b>	<b>190,505</b>	<b>265,799</b>	<b>56,046</b>	<b>42,052</b>	<b>18%</b>
5101	Office Supplies	500	500	650	800	696	-	(150)	0%
5102	Operating Supplies	2,000	2,000	2,805	1,750	2,409	-	(805)	0%
5103	Postage	2,400	1,700	2,711	100	3,130	700	(311)	29%
5104	Printing - Forms	465	125	401	200	504	340	64	73%
5105	Advertising	200	700	-	200	663	(500)	200	-250%
5106	Promotional	-	-	109	-	-	-	(109)	
5107	Memorial Park Expense	-	-	-	-	-	-	-	
5108	Streets	1,000	1,000	28	1,170	4	-	972	0%
5109	Chemicals	30,000	29,000	21,960	22,719	30,504	1,000	8,040	3%
5112	Legal	500	500	604	500	2,495	-	(104)	0%
5115	Contract/Professional Svcs.	2,000	5,000	4,183	10,000	2,983	(3,000)	(2,183)	-150%
5119	Safety Supplies & Equipment	1,000	1,000	48	1,000	691	-	952	0%
5121	Telephone - Pager	2,440	3,500	2,412	4,500	4,152	(1,060)	28	-43%
5122	Training - Conference	1,350	1,350	1,091	250	90	-	259	0%
5123	Auto/Transportation - PW	500	500	676	50	582	-	(176)	0%
5125	Publications - Books	200	200	30	-	162	-	170	0%
5126	Dues & Memberships	1,000	1,000	34	800	965	-	966	0%
5127	License	260	100	831	-	207	160	(571)	62%
5128	Employee Relations	50	50	-	50	-	-	50	0%
5129	Meeting	-	-	-	-	-	-	-	
5130	Rents - Leases	1,968	1,300	1,987	1,300	1,558	668	(19)	34%
5131	Records Maintenance	40	150	32	-	149	(110)	8	-275%
5135	Maintenance - Repair	20,000	15,000	17,018	15,000	15,528	5,000	2,982	25%
5136	Parks Maintenance-Repair	-	-	-	-	-	-	-	
5138	Office Equipment - P.W.	800	1,200	374	1,200	1,355	(400)	426	-50%
5139	Equipment	4,500	4,500	5,231	3,000	5,189	-	(731)	0%
5141	General Liability Insurance	9,329	9,389	8,769	8,167	3,945	(60)	560	-1%
5143	Property Insurance	1,827	2,083	1,717	1,836	915	(256)	110	-14%
5144	Employee Practice Liab Ins.	832	692	782	647	223	140	50	17%
5148	Office Equipment	-	-	-	-	114	-	-	
5150	Electricity	133,431	76,609	123,370	55,000	118,656	56,822	10,061	43%
5151	Natural Gas	22,566	20,000	18,562	7,500	19,918	2,566	4,004	11%
5152	Water	28,500	33,600	21,422	-	-	(5,100)	7,078	-18%
5153	Sewer	50	-	198	-	-	50	(148)	
5154	Garbage	-	1,000	-	2,500	105	(1,000)	-	
5162	Medical	250	250	12	250	276	-	238	0%
5164	Regulatory Fees	15,000	15,000	9,200	12,000	12,004	-	5,800	0%
5165	Property Tax Assessment	-	-	-	35	-	-	-	
5171	Computer Software	500	500	116	1,000	266	-	384	0%
5173	Computer Maint -Support	920	500	821	50	869	420	99	46%
5174	Web Design Services	75	65	60	-	52	10	15	13%
5212	Gas & Oil	3,002	2,500	2,935	8,200	9,491	502	67	17%
5213	Vehicle Repair	2,500	3,000	2,455	3,000	2,700	(500)	45	-20%
5215	Public Works - Small Tools	2,300	2,646	1,011	2,646	5,112	(346)	1,289	-15%
5217	License	-	-	-	-	36	-	-	
5225	Public Works - Lab Testing	12,500	12,500	10,147	12,985	12,908	-	2,353	0%
5227	Public Works - Equip Repair	2,750	2,750	7,694	2,750	2,747	-	(4,944)	0%
5229	Public Works - Equip Rental	1,000	1,000	(33)	1,000	-	-	1,033	0%
5430	Fines/Penalties	2,000	2,000	-	3,000	25	-	2,000	0%
5514	Engineering	1,000	1,000	-	1,000	1,005	-	1,000	0%
5520	Improvements	1,000	1,000	-	1,000	416	-	1,000	0%
<b>TOTAL Wastewater Dept.</b>		<b>461,697</b>	<b>403,870</b>	<b>432,271</b>	<b>363,460</b>	<b>422,245</b>	<b>57,827</b>	<b>29,426</b>	<b>13%</b>
--	EXPENDITURES Other Dept.	247,826	193,932	254,512	182,619	229,167	53,894	(6,686)	22%
<b>SOURCES</b>									
050	REVENUE Sewer Operations	589,550	628,797	689,208	625,359	731,387	(39,248)	(99,659)	(0)
050	RESERVES Sewer Operations	119,973	(30,995)	(2,425)	(79,281)	(79,975)	150,968	122,398	126%

# Water Department

COD		Budget	Budget	Est.	Budget	Actual	Budget	Budget	%
E	ITEM DESCRIPTION	15/16	14/15	14/15	13/14	13/14	Variance	Variance	Change
A	B	C	D	E	F	G	(C-D)	(C-E)	J
<b>PERSONNEL</b>									
		<b>110,546</b>	<b>83,859</b>	<b>91,350</b>	<b>134,318</b>	<b>123,798</b>	<b>26,687</b>	<b>19,196</b>	<b>24%</b>
5000	Full Time Salaries	65,039	49,586	54,607	89,202	75,901	15,453	10,432	24%
5030	Overtime Salaries	3,368	1,612	3,063	2,850	2,879	1,756	305	52%
--	Payroll Taxes and Benefits	42,139	32,661	33,680	42,266	45,018	9,478	8,459	22%
<b>OPERATING</b>									
		<b>256,035</b>	<b>305,134</b>	<b>141,836</b>	<b>209,390</b>	<b>141,112</b>	<b>(49,099)</b>	<b>114,199</b>	<b>-19%</b>
5101	Office Supplies	300	-	658	500	388	300	(358)	
5102	Operating Supplies	4,000	4,000	1,076	1,500	3,450	-	2,924	0%
5103	Postage	1,800	1,800	2,920	500	1,801	-	(1,120)	0%
5104	Printing - Forms	3,600	200	2,913	500	469	3,400	687	94%
5105	Advertising	450	450	-	110	438	-	450	0%
5106	Promotional	-	-	73	-	-	-	(73)	
5108	Streets	2,000	1,300	1,801	1,200	1,189	700	199	35%
5109	Chemicals	23,000	23,000	17,686	25,000	11,488	-	5,314	0%
5112	Legal	10,000	20,000	12,271	4,000	3,730	(10,000)	(2,271)	-100%
5115	Contract/Professional Svcs.	40,000	65,000	12,453	8,000	-	(25,000)	27,547	-63%
5119	Safety Supplies & Equipment	505	505	47	1,000	429	-	458	0%
5121	Telephone - Pager	3,184	3,184	2,678	2,600	3,144	-	506	0%
5122	Training - Conference	2,000	2,000	1,554	2,000	125	-	446	0%
5123	Auto/Transportation - PW	250	250	1,009	250	352	-	(759)	0%
5125	Publications - Books	100	100	31	100	23	-	69	0%
5126	Dues & Memberships	1,800	1,800	1,002	1,800	467	-	798	0%
5127	License	350	-	700	-	205	350	(350)	
5128	Employee Relations	60	60	-	60	-	-	60	0%
5129	Meeting	-	-	-	-	-	-	-	
5130	Rents - Leases	2,000	1,000	1,892	1,000	1,076	1,000	108	50%
5131	Records Maintenance	50	-	46	-	117	50	4	
5135	Maintenance - Repair	53,000	40,000	19,170	43,000	44,708	13,000	33,830	25%
5138	Office Equipment - P.W.	1,500	1,500	1,696	1,200	273	-	(196)	0%
5139	Equipment	4,000	4,000	3,220	3,000	4,086	-	780	0%
5141	General Liability Ins.	9,112	7,642	8,565	6,334	3,211	1,470	547	16%
5143	Property Insurance	1,784	1,695	1,677	1,424	745	89	107	5%
5144	Employee Practice Liab Ins.	813	563	782	502	181	250	31	31%
5148	Office Equipment	-	-	-	-	75	-	-	
5150	Electricity	20,147	54,000	18,533	60,000	23,446	(33,853)	1,614	-168%
5151	Natural Gas	140	150	131	2,000	104	(10)	9	-7%
5152	Water	380	-	298	-	-	380	82	
5153	Sewer	26,500	43,500	2,274	-	-	(17,000)	24,226	-64%
5154	Garbage	100	100	-	100	69	-	100	0%
5162	Medical	300	300	41	400	235	-	259	0%
5164	Regulatory Fees	16,500	8,000	10,758	13,000	16,234	8,500	5,742	52%
5165	Property Tax Assessment	-	-	-	30	-	-	-	
5171	Computer Software	450	450	2	750	176	-	448	0%
5173	Computer Maint.-Support	500	1,000	483	1,000	958	(500)	17	-100%
5174	Web Design Services	80	55	59	20	42	25	21	31%
5175	Community Promotions	-	-	-	10	-	-	-	
5212	Gas & Oil	6,000	5,000	5,608	6,000	5,722	1,000	392	17%
5213	Vehicle Repair	2,200	2,200	1,953	5,500	2,337	-	247	0%
5215	Public Works - Small Tools	2,500	2,500	582	3,000	3,186	-	1,918	0%
5217	License	30	30	-	-	24	-	30	0%
5225	Public Works - Lab Testing	10,000	3,500	4,096	5,000	2,127	6,500	5,904	65%
5227	Public Works - Equip Repair	2,800	2,800	659	2,500	2,750	-	2,141	0%
5229	Public Works - Equip Rental	250	-	439	1,500	-	250	(189)	
5430	Fines/Penalties	-	-	-	-	25	-	-	
5514	Engineering	1,500	1,500	-	2,000	1,168	-	1,500	0%
5520	Improvements	-	-	-	1,000	339	-	-	
<b>TOTAL EXPENDITURES Water Dept.</b>		<b>366,581</b>	<b>388,993</b>	<b>233,186</b>	<b>343,708</b>	<b>264,910</b>	<b>(22,412)</b>	<b>133,395</b>	<b>-6%</b>
---	<b>EXPENDITURES Other Dept.</b>	<b>322,884</b>	<b>317,220</b>	<b>289,558</b>	<b>198,104</b>	<b>196,207</b>	<b>5,664</b>	<b>33,326</b>	<b>2%</b>
<b>SOURCES</b>									
060	REVENUE Water Operations	493,030	534,560	430,413	592,997	504,517	(41,531)	62,617	-8%
060	RESERVES Water Operations	(196,435)	(171,653)	(92,331)	51,185	43,400	(58,279)	229,337	-13%





TO: Mayor and Members of the City Council

FROM: Karen Dunham, City Clerk

THROUGH: Kyle Knopp, City Manager

DATE: June 16, 2015

SUBJECT: Ordinance No. 336-2015 Adopting City Council Protocols and Rules  
Of Order

### **RECOMMENDATION**

Receive staff report, open public hearing and receive public input, and make a motion to introduce and conduct first reading (by title only) of Ordinance No. 336-2015 Adopting City Council Protocols and Rules of Order, Amending Title 2, Chapter 2.05 and 2.10 of the Rio Dell Municipal Code, and direct staff to bring the ordinance back at the July 7, 2015 regular meeting for its second reading and adoption.

### **BACKGROUND AND DISCUSSION**

At the June 2, 2015 meeting, the Council reviewed and approved the final draft of the revised City Council Protocols. Based on comments from the Council, one minor revision was made to the Protocols under Section 5.1 to read in part "the Mayor shall ask the City Clerk to take the roll call."

### **ATTACHMENTS:**

Ordinance No. 336-2015



**ORDINANCE NO. 336-2015**



**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RIO DELL  
AMENDING TITLE 2, CHAPTERS 2.05 AND 2.10 OF THE RIO DELL MUNICIPAL CODE  
ADOPTING CITY COUNCIL PROTOCOLS AND RULES OF ORDER FOR THE CONDUCT  
OF CITY COUNCIL MEETINGS**

**THE CITY COUNCIL OF THE CITY OF RIO DELL ORDAINS AS FOLLOWS:**

**WHEREAS,** the California Government Code Section 36813 provides the authority for the City Council to establish rules for the conduct of its proceedings; and

**WHEREAS,** the City Council on August 16, 2011 adopted City Council Protocols to provide guidelines for the City Council to conduct its business in an orderly, consistent and fair manner; and

**WHEREAS,** the review and update of protocols by the City Council is necessary from time to time in order to remain current with federal, state, and local law; and

**WHEREAS,** certain provisions of the current protocols are outdated and do not reflect the current practices of the City Council; and

**WHEREAS,** in an effort to better clarify powers, responsibilities and rules of decorum for the City Council, staff and the public, the City Council desires to establish a new set of Protocols and Rules of Order as a single document for incorporation into the Rio Dell Municipal Code.

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Rio Dell that the following City Council Protocols are adopted.

**BE IT FURTHER ORDAINED** that these rules shall also, when applicable by law, be followed by all City boards and commissions; and

**BE IT FURTHER ORDAINED** that these protocols shall repeal, rescind and replace all other rules and procedures of the City Council which may have been formally adopted by resolution or informally adopted by past practice or implied policies.

**Effective Date**

This ordinance becomes effective thirty (30) days after the date of its approval and adoption.

**I HEREBY CERTIFY** that the forgoing Ordinance was duly introduced at a regular meeting of the City Council of the City of Rio Dell on June 16, 2015 and furthermore the forgoing Ordinance was passed, approved and adopted at a regular meeting of the City Council of the City of Rio Dell, held on by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Jack Thompson, Mayor

ATTEST:

I, Karen Dunham, City Clerk for the City of Rio Dell, State of California, hereby certify the above and foregoing to be a full, true and correct copy of Ordinance No. 336-2015 adopted by the City Council of the City of Rio Dell on

---

Karen Dunham, City Clerk, City of Rio Dell

# ***CITY OF RIO DELL***



## ***CITY COUNCIL PROTOCOLS***

### ***2015***

***Prepared by:***

***Office of the City Clerk***

***Adopted:***

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### **1. PURPOSE**

The purpose of establishing and updating the City Council Protocols is to provide guidelines for the City Council to conduct its business in an orderly, consistent, and fair manner.

The protocols set forth herein are not intended to limit the inherent power and general legal authority of the City Council. Any of the protocols herein may be

waived by a majority vote of the City Council when it is deemed that there is good cause to do so based upon the particular facts and circumstances.

### 1.1 Mission Statement of the City Council

“In the conduct of the public’s business, the Rio Dell City Council strives to operate with integrity, responsibility and respect for all. The meetings of the Rio Dell City Council will be operated openly and for the purpose of protecting the rights of the minority while carrying out the will of the majority.”

## 2. STATUTORY REQUIREMENTS/REGULATIONS

Certain state laws and other established regulations exist, which govern various responsibilities of the City Council. These protocols are not intended to duplicate, fully articulate all requirements, or repeal any existing statutes or regulations. City Councilmembers are responsible for becoming familiar with these statutes and regulations.

### 2.1 The Brown Act

The Ralph M. Brown Act provides that all meetings of a legislative body, whether meetings of the City Council or its appointed commissions and committees, shall be open and public and all persons shall be permitted to attend. Notices of such meetings must be made 72 hours prior to the meeting (or 24 hours in the case of a special meeting). A “meeting” takes place whenever a quorum is present and subject matter related to the City business is heard, discussed, or deliberated upon.

### 2.2 Political Reform Act

The Political Reform Act states that public officials shall perform their duties in an impartial manner, free from bias caused by their own financial interests or the financial interests of persons who have supported them. The Political Reform Act establishes regulations regarding conflicts of interests and campaign receipts and expenditures.

### 2.3 Rio Dell Municipal Code (RDMC)



The Rio Dell Municipal Code (RDMC) consists of those codified ordinances of general municipal regulations and laws of the City of Rio Dell. The City Clerk shall be responsible for timely codification of all adopted ordinances as updates to the Rio Dell Municipal Code (RDMC).

#### 2.4 RDMC Chapter 2.05 Relating to Council Meetings

RDMC Chapter 2.05, "City Council Meetings," sets forth the time and place of regular meetings, and further establishes such things as the rules for the cancellation of meetings, change of location, special and emergency meetings, and continuation of meetings.

#### 2.5 Code of Ethics

RDMC Chapter 1.10 "Code of Ethics," sets forth the code of ethics and values for Councilmembers. The proper operation of democratic government requires that decision makers be independent, impartial, and accountable to the people they serve. The City of Rio Dell has adopted this code of ethics to promote and maintain the highest standards of personal and professional conduct in the City's government.

### 3. **COUNCIL ORGANIZATION**

#### 3.1 Newly-Elected Councilmembers

Newly-elected Councilmembers are generally sworn into office at the first regular meeting following receipt of the Certification of Votes from the County Elections Department following the November General Election. Immediately upon election (even before being sworn into office), newly-elected Councilmembers are subject to the provisions of the Brown Act.

#### 3.2 Selection of Mayor and Mayor Pro Tem

Resolution No. 1127-2011 establishes the procedures for seating new members of the City Council. Section 36801 of the California Government Code also establishes the procedures for choosing the Mayor and Mayor

Pro Tem. The Mayor and Mayor Pro Tem will be elected by a majority vote of the City Council. In years when members of the City Council are to be elected, the City Council shall consider the election of a Mayor and Mayor Pro Tem for two (2) year terms at the first regular or special meeting after certification of the general election results has been received.

### 3.3 Duties of Mayor and Mayor Pro Tem

The Mayor shall preside over all City Council meetings. If he/she is absent or unable to act, the Mayor Pro Tem shall serve until the Mayor returns or is able to act. (Calif. Gov't Code Section 36802)

In the absence of the Mayor and Mayor Pro Tem, the City Clerk shall call the Council to order, whereupon a temporary Chairperson shall be chosen by members of the Council to preside over the meeting.

### 3.4 Seating Order

Following the City Council election, the City Clerk shall designate the seating order for the Council dais. The Mayor Pro Tem is generally seated to the right of the Mayor.

### 3.5 Representation at Ceremonial Functions

The Mayor shall represent the Council at ceremonial functions. The Mayor may, at his/her own discretion, ask another Councilmember to represent the Council at the function.

Councilmembers shall be reimbursed for meal expenses and mileage to attend ceremonial functions, for which the Councilmember was invited to represent the City, pursuant to the City of Rio Dell Travel and Reimbursement Policy (Resolution No. 809-2002).

## 4. **COUNCIL ADMINISTRATION**

### 4.1 Travel and Expense Reimbursement

Authorization to incur expenses for travel, conferences and training shall be made only for purposes approved in the budget by the City Council pursuant to Resolution 809-2002

#### 4.2 Mail/Council Correspondence

##### **Mail**

All general mail is date stamped and routed to the address unopened. All letters addressed to the Mayor and/or City Council requiring a response from staff are copied to the City Manager. A copy of the responses mailed, along with the original letters will be provided to each Councilmember. Letters addressed to the Mayor and/or City Council that do not require a response, but provide information on Council agenda items or like matters are copied to the full Council. Mail pertaining to specific meetings where an individual Councilmember is the appointed representative of the Council is opened. Copies are not made for the full Council. Cards and other Councilmember mail marked "personal" will not be copied to the full Council.

##### **Council Correspondence**

All Councilmember correspondence written with City resources (letterhead, typing staff report, postage, etc.) will reflect the position of the full Council, not individual Councilmembers's positions. All Councilmember correspondence using City resources will be copied to the full Council. For example, responses to citizen letters will be copied to the full Council along with the original citizen correspondence. City Councilmembers will be provided individual stationary and envelopes for use for communications reflecting their personal positions, not the positions of the full Council. These communications will be prepared and sent at the expense of the individual Councilmembers. Councilmembers may utilize the City's outgoing mail service.

#### 4.3 Clerical Support

The City Manager's Office will coordinate the typing of correspondence requested by individual Councilmembers for communications reflecting the position of the full Council. All correspondence typed for

Councilmembers will be on City letterhead and will reflect the position of the full Council, not individual Councilmembers, and will be copied to the full Council.

#### 4.4 Requests for Research or Information

Councilmembers may request information or research from the City Manager on a given topic directly when it is anticipated that staff can complete the request in less than an hour per week. Requests for new information or policy direction will be brought to the full Council at a regular meeting for consideration. All written products will be copied to the full Council.

#### 4.5 Council Notification of Significant Incidents

In conjunction with the City's public safety department, the City Manager's Office will coordinate the notification to Council of major crime, or other related incidents. This will be accomplished concurrently through telephone and e-mail messages.

### **5. MEETING GUIDELINES & PROCEDURES**

#### 5.1 Attendance/Quorum

Councilmembers acknowledge that attendance at lawful meetings of the City Council is part of their official duty. Councilmembers shall make a good faith effort to attend all such meetings. Councilmembers shall notify the City Clerk if they will be absent from a meeting. The City Clerk shall then notify the City Manager and all other Councilmembers. If a Councilmember fails to attend three (3) consecutive regular meetings of the Council without being excused, his/her position on the City Council becomes vacant and shall be filled by appointment or election as determined by a majority vote of the City Council. At the start of each City Council meeting, the Mayor shall ask the City Clerk to take the roll call. Any absent Councilmember who has left a message by 5:00 p.m., or reached the Mayor or City Manager's Office directly before the start of the meeting on the day of the meeting to advise of such absence, shall be

considered excused.

## 5.2 Meeting Dates and Location

Consistent with RDMC Chapter 2.05, regular meetings of the City Council shall be held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of every month, commencing at 6:30 p.m. in the City Hall Council Chambers, 675 Wildwood Avenue, Rio Dell.

### 5.2a Other Locations

The Council may from time to time, elect to meet at other locations within the City and upon such election shall give public notice of the change of location in accordance with provisions of the Government Code.

### 5.2b Location During Local Emergency

If, by reason of fire, flood, earthquake or other emergency, it shall be unsafe to meet at City Hall, the meetings may be held for the duration of the emergency at such other place as may be designated by the Mayor, or if the Mayor does not so designate, by the Mayor Pro Tem or the City Manager.

## 5.3 Cancelled Meetings

When the day for any regular meeting falls on a legal holiday, the regularly scheduled meeting for that day shall default to the following Thursday. That meeting or any other scheduled Council meeting may be cancelled when deemed appropriate by the Council, providing that the Council meets regularly, however, at least once each month.

## 5.4 Special Meetings and Emergency Meetings

Special meetings and emergency meetings of the City Council may be called and held from time to time consistent with the procedures set

forth in the Ralph M. Brown Act (Government Code Sections 54950, et seq.

#### 5.5 Adjourned Meetings

The City Council may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment pursuant to the procedures set forth in the Ralph M. Brown Act (Government Code Sections 54950, et. seq.

#### 5.6 Posting of the Agenda

All City Council agendas and notices shall be made available to the general public pursuant to the California Government Code. The locations designated as the City's official posting locations are as follows:

1. The bulletin board at the entrance of City Hall
2. The bulletin board at the Rio Dell Post Office
3. The bulletin board at the Downtown City Parking Lot
4. Any other location as may be specifically selected in addition to the three location heretofore designated.

#### 5.7 Agenda Packet Preparation

The City Manager reviews and approves all items for the Council agenda. Agenda packets are compiled, photocopied, posted to the City's web site, and distributed through the City Clerk's Office. Agenda packets shall be distributed to Councilmembers no later than the Friday prior to the Council meeting.

#### 5.8 Placing Items on the Agenda

Matters may be placed on the agenda for consideration by request of 1) the Mayor; 2) the City Manager; and 3) the City Attorney. Any reasonable request shall be honored subject to the City Manager's discretion as to the preparation of accompanying staff reports. Each Wednesday the City Manager meets with Department Heads to go over proposed future agendas, at which time issues that need to be

brought forth to the City Council are discussed with the City Manager.

Councilmembers shall have the opportunity to request an item be placed on the agenda during an open council meeting; with concurrence of the Council, the request shall be honored. If a matter comes up after a council meeting that a councilmember wishes to have placed on the next agenda, the request may be presented to the City Manager for consideration.

Requests from the public to place an item on the agenda are to be directed to the City Clerk and shall be handled in the following manner:

- Proclamations/Certificates – All requests for proclamations and certificates are subject to approval of the Mayor or City Manager and are typically honored only if a local representative from the requesting agency can appear to accept the proclamation or certificate.
- Presentations – Most requests for presentations by civic groups and local organizations shall be honored and placed appropriately under the “Special Presentations” segment of the agenda.
- Item for Discussion/Action by Public  
Requests by members of the public to place an item for discussion or action on the agenda shall be directed to the appropriate City department for proper handling. In the event it cannot be handled in this manner, the individual requesting the action should attend a City Council meeting and address the Council under the “Public Presentation” segment of the agenda.

The Council shall not take action on the matter other than to either: 1) direct that the matter be placed on a future agenda, or 2) direct staff to research the issue and report back to Council.

#### 5.9 Americans with Disabilities Act (ADA) Statement

Agendas for all City Council meetings will contain a statement regarding the Americans with Disabilities Act, making the City Clerk the contact for inquiries by those needing special assistance to participate in the meeting.

## 5.10 Adjournment of Meetings

The Council establishes 10:00 p.m. as the hour of adjournment and will not continue beyond 10:00 p.m. without a majority vote of the Council. To assist on making the determination to continue an item under consideration, the Council should find that discussion, deliberation and action on the item could be concluded by 11:00 p.m. The Council will not hear any new agenda items past 10:00 p.m. without a majority vote of the Council. A determination should be made by Council that any new item(s) can be discussed, deliberated and action taken before 11:00 p.m. If agenda items remain after the 10:00 p.m. adjournment, a special continued meeting may be scheduled or the items deferred until the next regular meeting.

At the conclusion of any agenized meeting of the City Council, the Mayor shall call for a motion to adjourn. The motion, if passed, requires the Council to immediately adjourn to its next regularly scheduled meeting. It is not subject to debate and requires a majority vote. (Govt Code 54955)

## 6. RULES OF CONDUCT

### 6.1 General Parliamentary Procedure

It is the policy of the Council not to become involved on the entanglements over "parliamentary procedure." Consistent with any applicable City ordinance, statute or other legal requirement, any issue of procedure relating to the conduct of a meeting or hearing not otherwise provided for herein shall be governed by Rosenberg's Rules of Order or as determined by the Mayor. However, no ordinance, resolution, proceedings or other action of the City Council will be invalidated, or the legality thereof affected, by the failure or omission to observe or follow said Rules. In the event of a conflict between the City's Municipal Code and/or these Rules of Procedure/Protocols with Rosenberg's Rules of Order, the provisions of the City's Municipal Ordinances and/or these Rules, as applicable, shall govern. The Mayor, at his/her discretion, may refer to Robert's Rules of Order for any matters not addressed in either these Rules of Procedure or Rosenberg's Rules of Order.



## 6.2 Addressing Members of the Public and Staff

In addressing the public and members of the City's staff, Councilmembers will generally refer to persons as Mr., Mrs. or Ms. followed by their surname and/or job title.

## 6.3 Authority of the Chair

Subject to the full Council, the Mayor shall have the authority to prevent the misuse of motions, or the abuse of any privilege, or obstruction of the business of the Council by ruling any such matter out of order. In so ruling, the Mayor shall be courteous and fair and should presume that the moving party is acting in good faith.

## 6.4 Mayor to Facilitate Council Meetings

The Council has delegated the responsibility and expanded the role of the Mayor to include the facilitation of Council meetings. In the role as facilitator, the Mayor will assist the Council to focus on their agenda, discussions and deliberations.

## 6.5 Council Deliberation and Order of Speakers

The Mayor has been delegated the responsibility to control the debate and the order of speakers.

### 6.5a Questions Addressed to Another Councilmember

With the concurrence of the Mayor, a Councilmember holding the floor may address a question to another Councilmember and that Councilmember may respond while the floor is still held by the Councilmember asking the question. A Councilmember may opt not to answer a question while another Councilmember has the floor.

## 6.6 Limit Deliberations to Item at Hand

Councilmembers will limit their comments to the subject matter, item or motion being currently considered by the Council.

#### 6.7 Length of Council Comments

Councilmembers will govern themselves as to the length of their comments or presentation. As a courtesy, the Mayor will signal by hand to a Councilmember who has been speaking for over ten (10) minutes. The intent of the hand signal is a courtesy to let the Councilmember know they have been speaking for about ten minutes and may want to consider wrapping up their comments. This procedure is not meant to limit debate or to cut comments short, but rather to assist Councilmembers on their efforts to communicate concisely.

#### 6.8 Council Presentations

Councilmember presentations are limited to the item or issue being deliberated. To insure that the appropriate equipment is available, councilmembers must provide the City Clerk advance notice of the intent to make a presentation. To insure a complete record of the meeting, councilmembers will provide a copy of the presentation to the City Clerk at the conclusion of the Council meeting.

#### 6.9 Obtaining the Floor

Any member of the Council wishing to speak must first obtain the floor by being recognized by the Mayor. The Mayor must recognize any councilmember who seeks the floor when appropriately entitled to do so.

#### 6.10 Procedure for Motions

Motions may be made by any member of the Council, including the Mayor and/or presiding officer, providing that before the presiding officer offers a motion, the opportunity for making a motion should be offered to other members of the Council. Any member of the Council, other than the person offering the motion, may second a motion. The following is the

general procedure for making motions:

- Before a motion can be considered or debated, it must be seconded.
- A Councilmember wishing to second a motion should do so through a verbal request to the Mayor.
- Once the motion has been properly made and seconded, the Mayor shall open the matter for discussion offering the first opportunity to the moving party, and thereafter, to any Councilmember properly recognized by the Mayor.
- The Mayor may ask for public comment on the motion.
- Once the matter has been fully discussed and the Mayor calls for a vote, no further discussion will be allowed, provided, however, Councilmembers may be allowed to explain their vote.

#### 6.10a Motion Amendments

When a motion is on the floor and an amendment is offered, the amendment should be acted upon prior to action on the main motion.

#### 6.10.b Motion of Intention

A Motion of Intention process is generally limited to matters legally required to be supported by findings. In proceedings identified as quasi-judicial on the agenda, when the City Council takes an action that is substantially different from the staff recommendation, the Council may utilize the Motion of Intention. A Motion of Intention provides staff direction as to the City Council's action through a formal motion. Based on this motion, staff revises the necessary findings, resolutions and/or implementing documentation for the City Council's action at the next scheduled meeting.

### 6.11 Ordinances

Motions offering ordinances are deemed to include waiver of full reading of

the ordinance and the reading of the ordinance by title only unless otherwise specifically stated.

#### 6.12 Voting

Any councilmember present at a meeting when a question comes up for a vote should vote for or against the measure unless he/she is disqualified from voting and abstains because of such disqualification. If the vote is a voice vote, the Mayor shall declare the result. The Council may also vote by roll call, ballot or voting machine. Regardless of the manner of voting, the results reflection of all "ayes" and "noes" must be clearly set forth for the record.

#### 6.13 Abstention

If a Councilmember abstains because of a legal conflict, he/she is not counted as present for quorum purposes and is not deemed to be "voting" for purposes of determining whether there has been a "majority vote of those members present and voting." When a Councilmember abstains or excuses themselves from a portion of a Council meeting because of a legal conflict of interest, the Councilmember must briefly state on the record the nature of the conflict. Inclusion of this information on the public record is required by law. If a Councilmember abstains because of a conflict other than legal, he/she is counted as present for quorum purposes and is not deemed to be "voting" for purposes of determining whether there has been a "majority vote of those members present and voting."

#### 6.14 Tie Votes

A tie vote results in a lost motion. In such an instance, any member of the Council may offer a motion for further action. If there is not action by an affirmative vote, the result is no action. If the matter involves an appeal, and an affirmative vote does not occur, the result is that the decision appealed stands as decided by the decision-making person or body from which the appeal was taken.

#### 6.15 Motions for Reconsideration

Motions for reconsideration of a matter may be made at the same meeting or at the next succeeding meeting following a Council action. A proposed motion for reconsideration at the next meeting must comply with Brown Act noticing requirements. Motions for reconsideration may only be made by a Councilmember that voted with the majority of the City Council on the action proposed to be reconsidered by the Council. In the case of a tie vote, the prevailing side or majority of the Council will be deemed to be those Councilmembers who voted in the negative. Any member of the Council may second a motion for reconsideration.

#### 6.16 Serial Meetings

Serial meetings are meetings that at any one time involve only a portion of legislative body, but eventually involve a quorum. Serial meetings yield a process that deprives the public the opportunity for a meaningful contribution to the decision-making process. Serial meetings may be a chain, in which member "A" contacts member "B", "B" then contacts "C", "C" contacts "D" and so on, until a quorum is involved. An elected official has the right to confer with a colleague about public business however, if and when a "collective concurrence as to action to be taken" is reached, the Brown Act is violated. Councilmembers are encouraged to consider the possibility of serial meetings when engaging in discussion with their colleagues on a matter within the subject jurisdiction of the City.

#### 6.17 Non-Observance of Rule

Rules adopted to expedite and facilitate the transaction of the business of the Council in an orderly fashion shall be deemed to be procedural only, and the failure to strictly observe any such rules shall not affect the jurisdiction of, or invalidate any action taken by the Council.

### 7. DECORUM

#### 7.1 Councilmembers

RDMC Chapter 1.05 "Code of Ethics" establishes the code of ethics and

values to be followed by City Councilmembers and others. Members of the City Council value and recognize the importance of the trust invested in them by the public to accomplish the business of the City. Councilmembers shall accord the utmost courtesy to each other, to City employees, and to the public appearing before the City Council at all times. Councilmembers in the minority on an issues shall respect the decision and authority of the majority.

## 7.2 City Staff

Members of the City staff are expected to observe the same rules of order and decorum applicable to the City Council. City staff shall act at all times in a business professional manner toward Councilmembers and members of the public.

City staff shall:

- a. prepare well-written staff reports and provide accompanying documents on all agenda items in accordance with the agenda format and preparation schedule;
- b. be available for questions from councilmembers in accordance with the Brown Act prior to and during meetings;
- c. respond to questions from the public during meetings only when requested to do so by the mayor or the city manager;
- d. refrain from arguing with the public or councilmembers;
- e. switch any electronic equipment such as pagers and cell phones to silent or off mode during council meetings;
- f. remain objective on issues and should not be advocates for issues unless so directed by the council or city manager;
- g. to the extent permitted by the Brown Act, the city manager and staff shall inform the mayor and council of controversial, significant-impact issues that are coming before the council, providing as much advance notice prior to the meeting as possible; and
- h. The city manager shall advise management staff of potentially political or controversial issues coming before the council and direct staff to be present and appropriately prepared.

## 7.3 Public

Members of the public attending City Council meetings shall observe the same rules of order and decorum applicable to the City Council and staff as noted in Chapter 7, Section 7.1 and 7.2 of these rules.

No person shall engage in conduct that is intended to or is likely to provoke violent or riotous behavior nor shall any person engage in disorderly or boisterous conduct, including the utterance of loud, threatening, profane or abusive language, personal impertinent or slanderous remarks, whistling, stamping of feet, booing or other acts which disturb, disrupt or otherwise impede the orderly conduct of any Council meeting. Applause will be permitted. As deemed acceptable by the Mayor, except during public hearings.

Any persons who violate this rule shall, at the discretion of the Mayor, or by majority of the Council, be barred from attendance for the remainder of the Council meeting, provided the Mayor has requested that a person who is breaching these rules of conduct be orderly and silent. If, after receiving a warning from the Mayor, a person persists in disturbing the meeting, the Mayor shall order the person to leave the Council meeting. If such person does not immediately remove himself/herself, the Mayor may order the Mayor may request the Sergeant at Arms or any law enforcement officer present to remove that person from the Council Chambers. In the absence of a law enforcement officer, the Mayor may recess the meeting until a law enforcement officer is able to arrive and remove the person.

#### 7.4 Noise in the Council Chambers

Any noise emanating from the audience within the Council Chambers which disrupts City Council meetings, shall not be permitted.

### **8. ORDER OF BUSINESS**

#### 8.1 General Order

The business of the Council at its meetings will generally be conducted in accordance with the following order of business unless otherwise specified.

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLEGIANCE
- D. CEREMONIAL
- D. PUBLIC PRESENTATIONS
- E. CONSENT CALENDAR
- F. ITEMS REMOVED FROM CONSENT CALENDAR
- G. SPECIAL PRESENTATIONS/STUDY SESSIONS
- H. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS
- I. ORDINANCES/RESOLUTIONS/PUBLIC HEARINGS
- J. REPORTS/STAFF COMMUNICATIONS
- K. COUNCIL REPORTS/COMMUNICATIONS
- L. ADJOURNMENT

#### Closed Sessions

A closed session may be held at any time during a meeting consistent with applicable law. The order of business under closed session will be conducted as follows:

- A. ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION AS FOLLOWS
- B. PUBLIC COMMENT REGARDING CLOSED SESSION
- C. RECESS INTO CLOSED SESSION
- D. RECONVENE INTO OPEN SESSION
- E. ORAL ANNOUNCEMENTS

#### 8.2 Action Agenda Items

In accordance with the Ralph M. Brown Act, the Council may not take action on any item that did not appear on the posted Council agenda 72 hours prior to the Council meeting unless an exception is made as permitted under Government Code Section 54954.2 (Agenda Postings; Action on Other Matters).



### 8.3 Consent Calendar

Agenda items removed from the consent calendar by Councilmembers or staff will be considered individually under “Items Removed from the Consent Calendar” section of the agenda. Members of the public may comment on consent items prior to the Council’s consideration of the consent calendar. A Councilmember may vote “no” on any consent item without comment or discussion. Any abstentions, comments, questions or discussion on an item will require the pulling of the item from the consent calendar.

### 8.4 Special Presentations

All Special Presentations will be calendared and coordinated through the City Manager and the Mayor and may be limited by the Mayor to a time period not to exceed 15 minutes at each Council meeting.

### 8.5 Special Call Items/Community Affairs

This section of the agenda is for items requiring discussion and/or action. The Mayor will call for a staff report from the City Manager; he/she may defer to the appropriate department head to present the staff report and answer questions of the Council.

### 8.6 Ordinances/Resolutions

Ordinances involve a command or prohibition and have the force of law in the City for which an ordinance is adopted. An ordinance generally prescribes some permanent rule of conduct or government that remains in force until the ordinance is repealed. With the exception of urgency ordinances, no ordinance may be passed within five (5) days of its introduction. Two (2) readings are therefore required; one to introduce; and a second to adopt the ordinance. Ordinances may only be passed at a Regular meeting or at an Adjourned (i.e. Continued) Regular meeting; except for urgency ordinances. Ordinances may not be passed at a Special meeting. Unless otherwise stated, an ordinance shall take effect thirty (30) days following the date of adoption.

A resolution expresses City Council policy or directs certain types of administrative action and may be changed by a subsequent resolution. Resolutions are effective on the date of adoption.

#### 8.7 Public Presentations

This time is for persons who wish to address the Council on any matter not on the agenda and over which the Council has jurisdiction. As such, a dialogue with the Council or staff is not intended. Speakers are to come to the podium and state their name for the record. Items requiring Council action may be placed on the next regular agenda for consideration, if the Council directs, unless a finding is made by at least 2/3rds of the Councilmembers present that the item came up after the agenda was posted and is of an urgency nature requiring immediate action. Comments are limited to 3 minutes per speaker.

#### 8.8 Council Reports/Communications

The Council Reports/Communications section of the agenda provides Council the opportunity to briefly comment on Council business, City operations, City projects and other items coming before the Council. It also allows Councilmembers serving on Council subcommittees to present a verbal report to the full Council on the activities of the respective boards, commissions or committees upon which they serve. No action may be taken.

#### 8.9 Closed Session

Closed sessions are regulated pursuant to the Brown Act. All written materials and verbal information regarding closed session items shall remain confidential. No member of the Council, employee of the City, or anyone else present shall disclose to any person the content or substance of any discussion that takes place in a closed session, unless authorized by a majority of Council. The same high standard of respect and decorum as apply to public meetings shall apply to closed sessions. There shall be a courtesy, respect, and tolerance for all viewpoints and for the right of

councilmembers to disagree.

Under the Brown Act, California Government Code Section 54957.1(a): The legislative body of any local agency shall publicly report any action taken in closed session and the vote or abstention of every member present thereon. (See Exhibit "D" for guidance)

## **9. QUASI-JUDICIAL PROCEEDINGS**

### **9.1 Defined**

Quasi-judicial proceedings are those proceedings in which the City Council is required to make findings based on an evidentiary record as to the entitlement. In quasi-judicial proceedings, the City Council sits as the judge and jury, and is required to make findings based on the evidence and records presented. Examples of quasi-judicial proceedings that may be heard by the City Council include conditional use permits, variances and subdivision map approvals.

### **9.2 Identification on Agenda**

To facilitate the identification of quasi-judicial matters, quasi-judicial proceedings will be identified as such on the Council agenda under the heading of "Quasi-Judicial Proceedings."

### **9.3 Ex Parte Communications**

An ex parte communication is a communication made with a councilmember outside the Council chambers with any person except the City Attorney concerning a quasi-judicial proceeding to be heard by the City Council. When a Councilmember has an ex parte communication concerning a subject that is the basis of a quasi-judicial proceeding before the Council, the Councilmember must state for the public record the nature of that communication. Councilmembers must indicate with whom the ex parte communication was made and provide a brief statement as to the substance of the communication. A Councilmember may make an oral presentation of the nature of the communication or provide a written

statement to be read into the public record.

## **10. COMMISSIONS/COMMITTEES**

### **10.1 Ad Hoc Committees**

Ad Hoc Committees are formed on an as-needed basis with a clearly defined purpose and term. Ad Hoc Committees will consist of two (2) councilmembers recommended by the Mayor and concurred with motion by the full Council.

### **10.2 Councilmember Appointments to Boards/Committees/Commissions**

Resolution No. 1127-2011 establishes the procedures for appointments by the City Council for vacant positions on various commissions. RDMC Chapter 2.55 also provides direction concerning the City's boards, commissions and committees. The City Council shall establish and by a majority vote appoint individuals for the prescribed terms to serve on such commissions, committees boards, agencies and task forces as are required by law and by City operational need. The operational identities of such organizations are defined by law, ordinance or resolution. At the completion of an appointee's prescribed term of office on such an organization, any interested party may apply to the City Clerk for Council consideration for appointment or reappointment to these support organizations which include, but are not limited to the Planning Commission, Parks and Recreation Commission, Traffic Committee and the Community Development Block Grant Advisory Committee (CDBG-AC)

#### **10.2a City Representation in Other Organizations**

Councilmembers are requested to serve on various commissions for outside agencies. Following an election year at which new Councilmembers are elected, the newly seated Council shall review the list of current assignments and make recommendations for appointments. Any Councilmember desiring to serve on a certain commission or board should inform the Mayor. Councilmembers resigning from his/her position on a certain commission should inform the Mayor via the City Clerk's Office

in writing. Appointments are made by the Mayor subject to approval by majority vote of the Council.

## **11. CONFLICT OF INTEREST/ECONOMIC DISCLOSURE REQUIREMENTS FOR PUBLIC OFFICIALS**

### **11.1 Conflict of Interest**

The Political Reform Act (Government Code, Title 9, Sections 81000-91015) controls conflict of interest through disclosure and prohibition of participation in decisions, which are actual conflicts of interest. Specifically, it requires City Councilmembers and other public officials to annually disclose all financial interests that may be affected by decisions made in their official capacity; this includes interests such as investments, real property, and income. Councilmembers must also disqualify themselves from making or participating in making or influencing any governmental decision that will have a foreseeable material financial effect on any economic interest of the Councilmember or certain family members.

### **11.2 Statement of Economic Interest**

A financial disclosure form (Statement of Economic Interest Form 700) must be filed with the City Clerk no later than April 1<sup>st</sup> of each year for financial interests pertaining to the preceding calendar year. Newly-elected councilmembers must file a statement within 30 days of officially assuming office. Planning Commissioners and certain city officials are also subject to this disclosure requirement.

## **12. PROTOCOL ADMINISTRATION**

### **12.1 Review of City Council Protocols**

The protocols will be reviewed and amended from time to time by the City Council in order to remain current with federal, state, and local law.

### **12.2 Adherence to Protocols**

During City Council discussions, deliberations and proceedings, the Mayor has been delegated the primary responsibility to insure that the City Council, staff and members of the public adhere to the Council's adopted Protocols.

#### 12.3 City Attorney as Protocol Advisor

The City Attorney assists the Mayor as a resource to confer with and an advisor for interpreting the City Council's adopted protocols.

#### 12.4 Adherence to Administrative Procedure and Process Protocols

The City Council has delegated the City Manager responsibility to discuss, on behalf of the full Council, any perceived or inappropriate administrative action with a Councilmember. The City Manager will discuss with the councilmember the action and suggest a more appropriate process or procedure to follow. After this discussion, if further inappropriate action continues, the City Manager will report the concern to the full Council.

#### 12.5 Applicability of Protocols

The City of Rio Dell City Council Protocols shall also apply to the City Council when sitting as other entities or agencies representatives or any other body. The role of the Mayor and Mayor Prop Tem shall be interchangeable with the Chair and Vice Chair, or President and Vice President when sitting as another entity.